eLibrary Elementary User Guide

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1. Welcome to eLibrary Elementary 1
What is eLibrary Elementary? 1
Top-quality Research Tool 1
Reading Levels 1
BookCart: Lesson Module Creation Tool 1
What information is available in eLibrary Elementary? 2
Full-text documents and graphics 2
Other tools and features 2
What does this manual cover? 3
Content 3
Manual conventions 3
Manual photocopy permission 3
2. Entering and navigating eLibrary Elementary 4
How to sign on to eLibrary Elementary 4
How to sign on to eLibrary Elementary Teacher Edition 5
Navigational tips 6
Navigation bar 6
3. How to find information 7
Understanding the main search page 7
About the navigation bar tabs 7
About the standard search section 8
About the advanced search section 8
How to use basic, advanced, and standards searching 8
Basic searching 8
Advanced searching 9
Standards searching 11
How to use the browse publications method 14
Main publication browse page 14
To locate a specific publication and issue 14
How to use the topic browse method 15
Topic search 16
Topic tree 17
4. What to do in a results list 18
Understanding a results list 18
Sorting options section 18
Reference desk picks section 19
Listing detail 19
5. What to do within a document 20

Understanding a document page (print) 20
Understanding a document page (audio / video) 23
Video format 23
3D animation procedure 24

6. How to use other features and tools 26

Editor's choice website links 26
To view editor's choice websites from a topics browse results list 26
Reference Desk 27
To locate reference desk data in a standalone search 27
My List 29
BookCart 30
Printing 31
Emailing 31
Product Information 31

7. How to cite information in eLibrary 32

MLA (Modern Language Association) Format 32
Magazines & Newspapers 32
Scholarly Journals 32
Newswires 32
Government Documents 33
Books 33
Graphics, Maps & Media 33
Photograph 33
Mars Rover Spirit. Photograph. Getty Images NASA/JPL. 31 Jan. 2004. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 20 Apr. 2004. <http://www.bigchalk.com>. 33
Map/Graphic 33
Online Sounds 34
Online Video Clips 34
TV/Radio Transcript 34
Multimedia 34
Internet Sites* (SKS WebSelect, Discoverer WebFind, eLibrary Elementary Editor's Choice Websites) 34
APA (American Psychological Association) Format 35
Magazines & Newspapers 35
Scholarly Journals 35
Government Documents 35
Books 35
Graphics, Maps & Media 36
Photograph, Map, or Graphic 36

Internet Sites* 37
Turabian Format *[As defined by 15th Edition of the* Chicago Manual of Style*]* 37
Magazines & Newspapers 37
Government Documents 37
Books 38
Graphics, Maps & Media 38
Photograph, Map or Graphic 38
Internet Sites* 38

Appendix: Boolean search tips 39

What is a Boolean operator search? 39
Available Boolean operators and wildcard characters 39
Boolean operators 39
Wildcard characters 40

1. Welcome to eLibrary Elementary

What is eLibrary Elementary?

eLibrary Elementary tailors all the media types and search functionality of eLibrary for the young reader. Students use the colorful, graphical search interface to find the answers they need from more than a hundred magazines, newspapers, books, transcripts, maps, images, web links, and audio/video titles, all selected as appropriate for elementary school studies.

Top-quality Research Tool

eLibrary Elementary provides relevant, reliable digital content designed to support K-9 research and study. Best of all, eLibrary Elementary's user-friendly interface makes research easy. Because the system utilizes straightforward search and browse methods, users can begin conducting research with virtually no orientation and find documents within seconds. Plus, users can link to eLibrary Elementary 24 hours a day through any computer with web browsing capabilities, gaining access to thousands of top-quality sources and millions of documents.

To locate information, users browse through a diverse hierarchy of topics or send search queries in natural language or Boolean format. Advanced search methods and optional features enable the user to further refine a search query by limiting to a specific date, publication, reading level, and more.

Reading Levels

Every eLibrary Elementary resource is searchable based on its reading level. This feature provides schools with a vast pool of reliable, targeted content to augment existing curriculum materials. Educators can access reading level-aligned full-text periodical articles, reference works, primary sources, websites, maps, pictures, audio/video, transcripts, and more in a single search. Plus, unlike other databases, the web content is monitored and reviewed hourly by ProQuest editors to ensure it's safe and appropriate for the classroom.

BookCart: Lesson Module Creation Tool

BookCart is a special eLibrary tool that makes it easy for educators to integrate eLibrary Elementary into daily classroom use. It provides point-and-click templates for building reading lists, project pages, and lesson plans with eLibrary Elementary content. Educators can incorporate links to relevant publications, articles, multimedia files, and web links.

Teachers and library media specialists can utilize the BookCart tool to pre-select a collection of reference materials and store them in special BookCart lists that are accessible to the users of eLibrary Elementary. To help you get started, our team has created a collection of hundreds of professional BookCarts that support teacher and student research needs across the curriculum, and at all levels of learning. This standards-based collection is yours to copy in less than five minutes and then and share with your teachers and school leaders.

Educators like BookCarts because they help manage research activities, save classroom and library time, and ensure the relevance and quality of learning

resources. Students tell us they like BookCarts because they speed access to relevant online information to help them complete assignments. Librarians are the strongest proponents of BookCarts because students must search and use critical thinking to decide which 25+ resources in each BookCart are the best to use.

For a list of the 200+ ProQuest BookCarts available to your school, connect here (Excel): http://www.proquestk12.com/go/BookCartListing

For instructions on how to copy these BookCarts to your collection, view our new audio demonstration (Flash). Be sure to turn up the volume on your computer. http://www.proquestk12.com/go/CopyingBookCarts

Be sure to retrieve our quick start guide to making your first BookCart, and our in-depth curriculum guide to get dozens of ideas for making effective lessons with the tool (PDF):
http://www.proquestk12.com/go/BookCartQSG
http://www.proquestk12.com/go/BookCartCurrGuide

What information is available in eLibrary Elementary?

Full-text documents and graphics

eLibrary Elementary offers millions of 100% full-text documents in many media types. This resource pool updates daily, ensuring access to the very latest information.

eLibrary Elementary includes:

- Popular magazines
- Current newspapers and newswires – Daily editions and additional services
- Television and radio transcripts
- Audio and video clips
- Full-color photographs and pictures
- Full-color maps
- Reference and historical books and documents

Other tools and features

Additional eLibrary Elementary tools enable users to continue the research process without interruption. Some of these timesaving tools include:

- Reference materials including a dictionary, thesaurus, several atlases and almanacs, encyclopedias, and other miscellaneous volumes
- Users can search by reading level to access relevant, grade-appropriate information more quickly
- K-12 topic indexing that connects students to topics researched and studied in school
- A place to collect interesting documents during a search session (My List)

- A place to access a reading list related to a specific assignment, created by a teacher or library media specialist (BookCart)
- Sort options to display search results in a preferred order
- Saving, printing, and emailing capabilities
- Context-sensitive online help

Additional educator and researcher materials can be found on our K-12 website: http://www.proquestk12.com

What does this manual cover?

Content

This manual explains how to use eLibrary Elementary to conduct research. The manual presents information in the chronology of a research session, and then ends with additional features and tools. Specifically, the manual follows the path below:

- Login procedure (standard eLibrary Elementary and eLibrary Elementary Teacher Edition)
- Navigational tips
- How to find a list of possible sources, both search and browse methods
- What to do in a search results list
- What to do in a full-text document
- How to use other tools and features, such as MyList, BookCarts, printing, emailing, Reference, and more
- How to cite online materials obtained from eLibrary Elementary
- An appendix providing Boolean search tips

Manual conventions

This manual uses an *italic* font to signify a button name, a text box label, a tab name, or an item listed in a menu. Text that the user types into eLibrary Elementary appears in this font.

Manual photocopy permission

ProQuest authorizes customers with current eLibrary Elementary licenses to photocopy this manual for use with educators and researchers.

2. Entering and navigating eLibrary Elementary

How to sign on to eLibrary Elementary

1. Connect to the Internet.
2. In your web browser, type the following web address: http://elibrary.bigchalk.com/k6

3. If prompted, type your user name and password into the appropriate fields.
4. Click *submit*.

Depending on how your access was set up, you may also connect by:

1. Linking to: http://www.proquestk12.com

2. Type your user name and password into the appropriate fields.
3. Click the GO TO: *ProQuest/eLibrary Elementary Products* button.
4. Your *My Products* page will appear. Click the *eLibrary Elementary* link to continue.

How to sign on to eLibrary Elementary Teacher Edition

Educators and librarians, take note. Your subscription includes access to our new Teacher Edition. This special area gives these users the ability to:

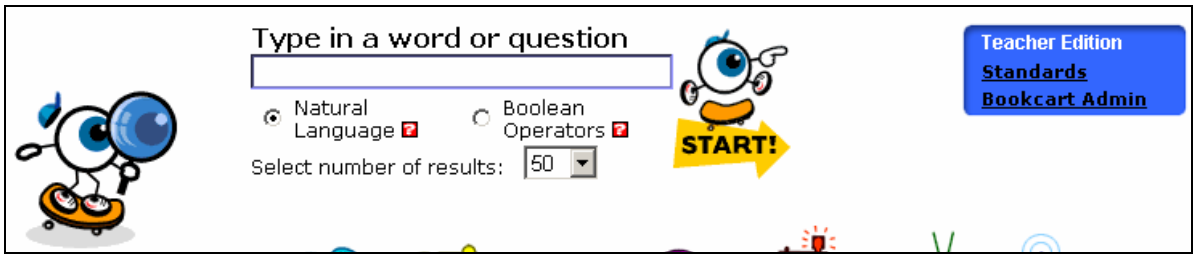
a. Access the Bookcart Admin tool to delete existing BookCarts, restore deleted BookCarts, import District BookCarts, and more.

b. Conduct searches, add documents to a MyList session, and then immediately import the session into a new BookCart. This is an important function that makes it easier than ever for librarians and educators to easily create reading lists that can be stored for future use inside BookCarts. (In-depth information about using MyList and creating BookCarts can be found later in this guide.)

c. Access state and national standards to locate eLibrary Elementary resources that directly correlate. (The ProQuest team is working hard to add these standards to your subscription. Currently, consider the standards search feature to be in production. Watch for a full release announcement in the coming months.)

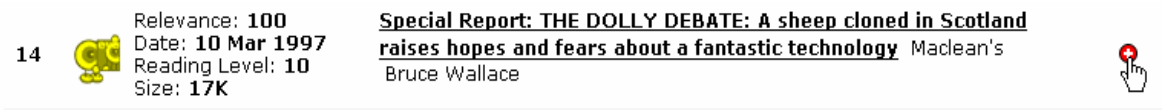
To log into the Teacher Edition to conduct these tasks:

1. Connect to the Internet.
2. In your web browser, type the following web address. You may be prompted to log into eLibrary Elementary at this point, depending upon how your administrator set up access:
   http://elibrary.bigchalk.com/k6/teacher

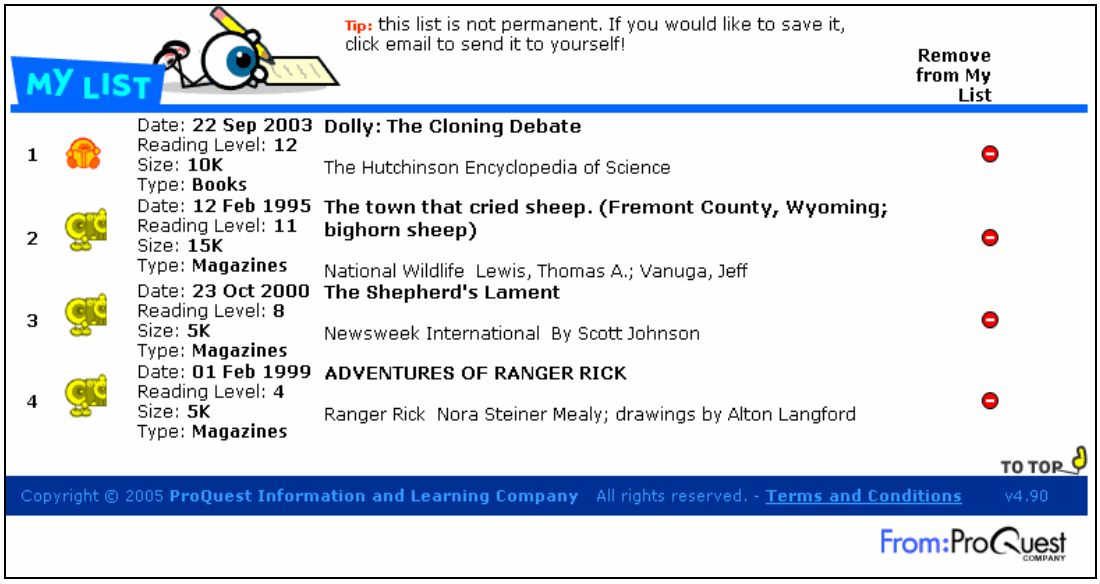


3. Click the *BookCart Admin* link on the right side of the *search* page to manipulate your BookCart collection as described above.
4. To create and import a MyList session into a BookCart:
   a. Conduct a new search, then click the blue +'s under *add to my list* to copy each resource to a new MyList session.

      In addition, if your search returned links to Editor's Choice Websites, you may click the *red + add to my list* link to the right of those results to add them to your MyList session.


14
Relevance: 100
Date: 10 Mar 1997
Reading Level: 10
Size: 17K
Special Report: THE DOLLY DEBATE: A sheep cloned in Scotland raises hopes and fears about a fantastic technology Maclean's
Bruce Wallace

b. When you're finished, click the *my list* link at the top of any page.


MY LIST
Tip: this list is not permanent. If you would like to save it, click email to send it to yourself!
Remove from My List
1
Date: 22 Sep 2003
Reading Level: 12
Size: 10K
Type: Books
Dolly: The Cloning Debate
The Hutchinson Encyclopedia of Science
2
Date: 12 Feb 1995
Reading Level: 11
Size: 15K
Type: Magazines
The town that cried sheep. (Fremont County, Wyoming; bighorn sheep)
National Wildlife Lewis, Thomas A.; Vanuga, Jeff
3
Date: 23 Oct 2000
Reading Level: 8
Size: 5K
Type: Magazines
The Shepherd's Lament
Newsweek International By Scott Johnson
4
Date: 01 Feb 1999
Reading Level: 4
Size: 5K
Type: Magazines
ADVENTURES OF RANGER RICK
Ranger Rick Nora Steiner Mealy; drawings by Alton Langford
TO TOP
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c. Click the *Add to new bookcart* link on the right to add your current MyList session to a new BookCart. You may then add a name and other information to the BookCart, and save it. The BookCart is immediately available for use by eLibrary Elementary users.

Navigational tips

Navigation bar

The navigation bar contains tabs that connect to the main sections of eLibrary Elementary. The navigation bar is visible from almost all pages, enabling the user to move directly from one section to the next.

Additional information about these main sections appears below. After completing a search or viewing any item, use the back button in your web browser to navigate back one or more screen(s).

3. How to find information

Understanding the main search page

navigation bar

standard search options

advanced search options

About the navigation bar tabs

The navigation bar contains tabs that connect to the main eLibrary Elementary sections.

- *search* tab – Links to the standard and advanced search methods (shown above)
- *topics* tab – Links to a research technique known as topic browse, wherein users browse through lists of topics and subtopics to locate information
- *reference* tab – Links to reference tools such as a dictionary, thesaurus, almanacs, atlases, encyclopedias, and more
- *my list* button – Connects to a temporary storage place for documents or weblinks that a user wants to review later in the research session, use in a bibliography, or add to a BookCart (Teacher Edition users only)

- *bookcart button* – Links to a tool, offering point-and-click templates for building reading lists, project pages, and lesson plans with eLibrary Elementary content
- *exit* button – Enables the user to log out of eLibrary Elementary
- *help* button **–** Opens context-sensitive guidance on searching with eLibrary Elementary

About the standard search section

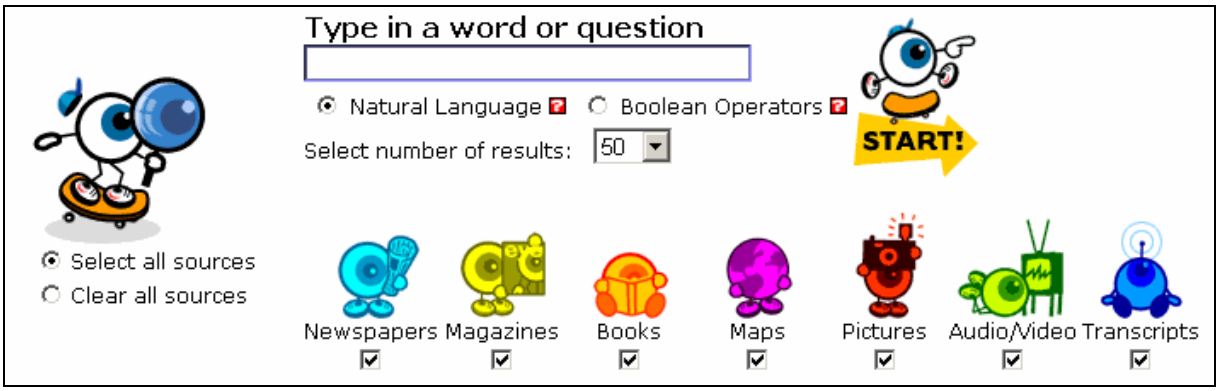
This section offers two search methods, natural language search and Boolean operators search. It also provides the selection list of media types to allow a research to select one or more sources. A user can perform simple or complex searches from this section.

About the advanced search section

This section provides additional search fields and drop-down options to further narrow a query, by topic, author, and much more.

How to use basic, advanced, and standards searching

Basic searching



1. With the *search* tab selected, type a search term in the search box. Users can format their search term(s) as a natural language question or as keywords linked by Boolean operators (AND, OR, NOT).
   - Natural language examples:

     Why do birds fly

     What causes flooding
   - Boolean operator examples:

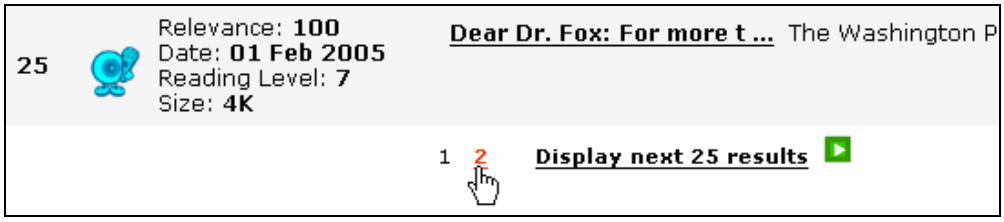
     invention AND ginger NOT spice

     “umbrella tree*” OR schefflera

     soccer OR football NOT NFL

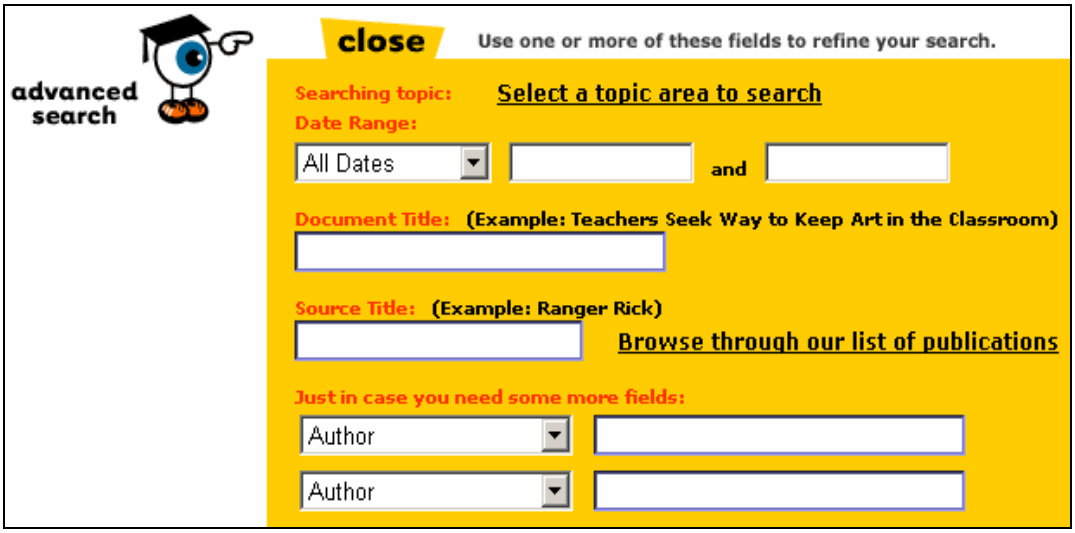
     See the Appendix for more details on Boolean operator searching.

2. Tell eLibrary Elementary which search term format you used by selecting either the *Natural Language* or *Boolean Operators* radio button. (*Natural Language* is the default selection.)
3. In the *Choose sources* section, check the types of media to be searched. (All media types are checked by default.) Notice the handy *Select All* and *Clear All* radio buttons to speed up this process.
4. Click the *Search* button.



5. There are 25 results listed per page, with clickable page numbers at the bottom to allow you to navigate.

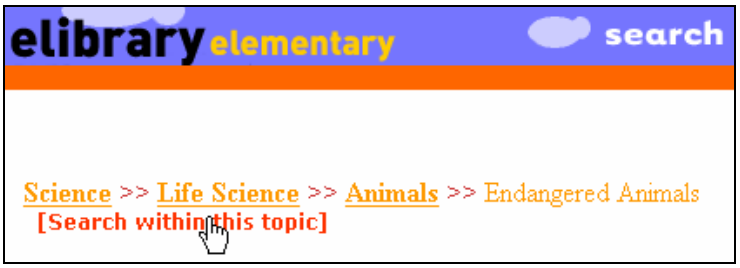
Advanced searching



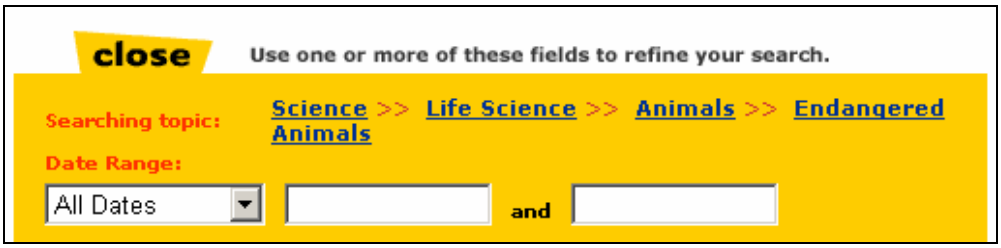
Advanced searching can also be done via the *search* tab. It consists of additional search fields and special options that refine a search. Each option is described below.

- *Searching topic* – Allows the user to select a specific topic from the *topic browse* tab, then return to the *search* tab and conduct a search that's limited to this topic.

  For example, if a user clicks the *select a topic to search* link and follows a topic path, the user can click a special link on a topic screen to confine the search to a selected topic:



Once the *search within this topic* link is clicked, the user is automatically returned to the search tab, and the advanced search area will looks like this:


close
Use one or more of these fields to refine your search.
Searching topic:
Science >> Life Science >> Animals >> Endangered Animals
Date Range:
All Dates
and

The user can then conduct an advanced search focused on this topic.

- *Document Title* – Searches just the titles of materials within eLibrary Elementary

  Type a title or portion of a title, and then click the *Search* button. This can be used as a stand-alone search method or in combination with other search methods.

- *Source Title* – Locates materials from a specific source publication

  Type a publication name or portion of a name, and then click the *search* button. This can be used as a stand-alone search method, or in combination with other search methods. For example, you may wish to enter water OR drought in the *Enter keywords* field, and Jerusalem in the *Publication* field to find all references to water or drought in the *Jerusalem Post* newspaper. You may also browse all available titles by clicking the *Browse Publications* link.

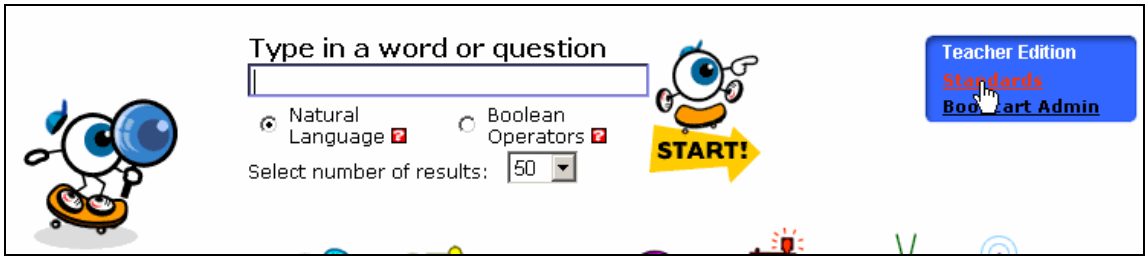
- *More fields* – Locates materials written by a specific author, and much more

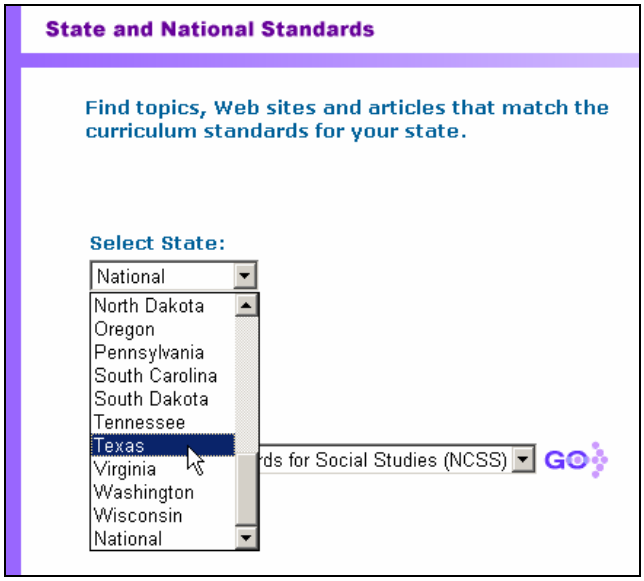
  Use the drop-down menus to select from a list of additional fields. The choices include author, image caption, company/organization, geographical name, personal name, Library of Congress, Dewey Decimal, ISBN/ISSN.

Standards searching

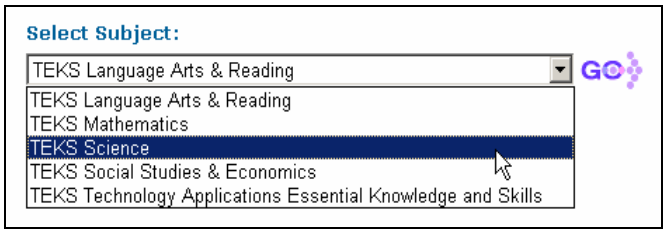
The final advanced search option, found in the upper right-hand corner of the Teacher Edition, is the national/state standards search. This special search option is described below.

1. Login to the Teacher Edition, then click the *Search by national/state standards* link to begin your advanced search.

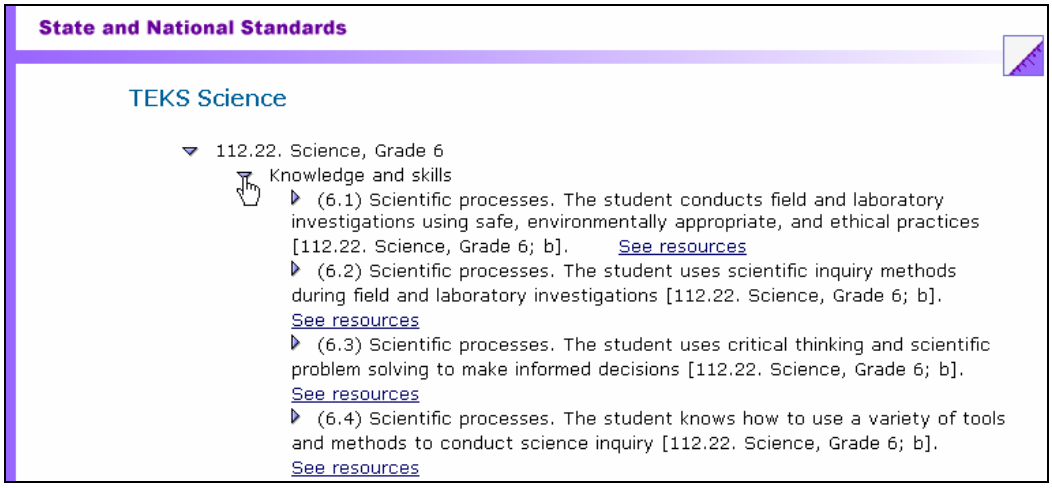




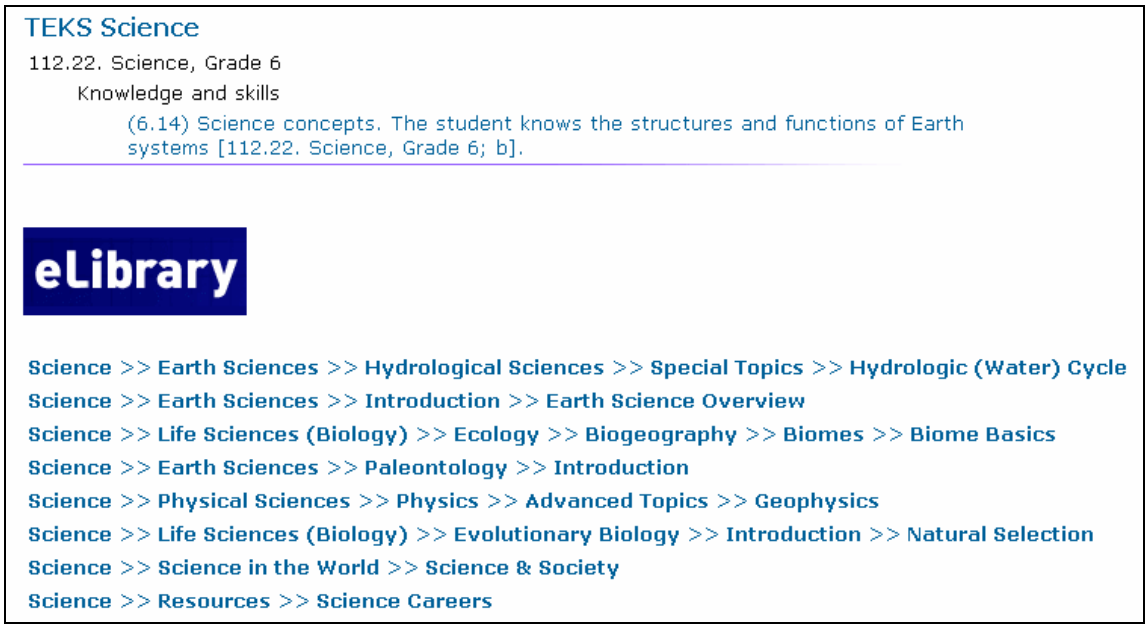
2. Select your state from the Select State drop-down list.



3. Next, select your Subject from the Select Subject drop-down list.
4. Click the GO button to continue.

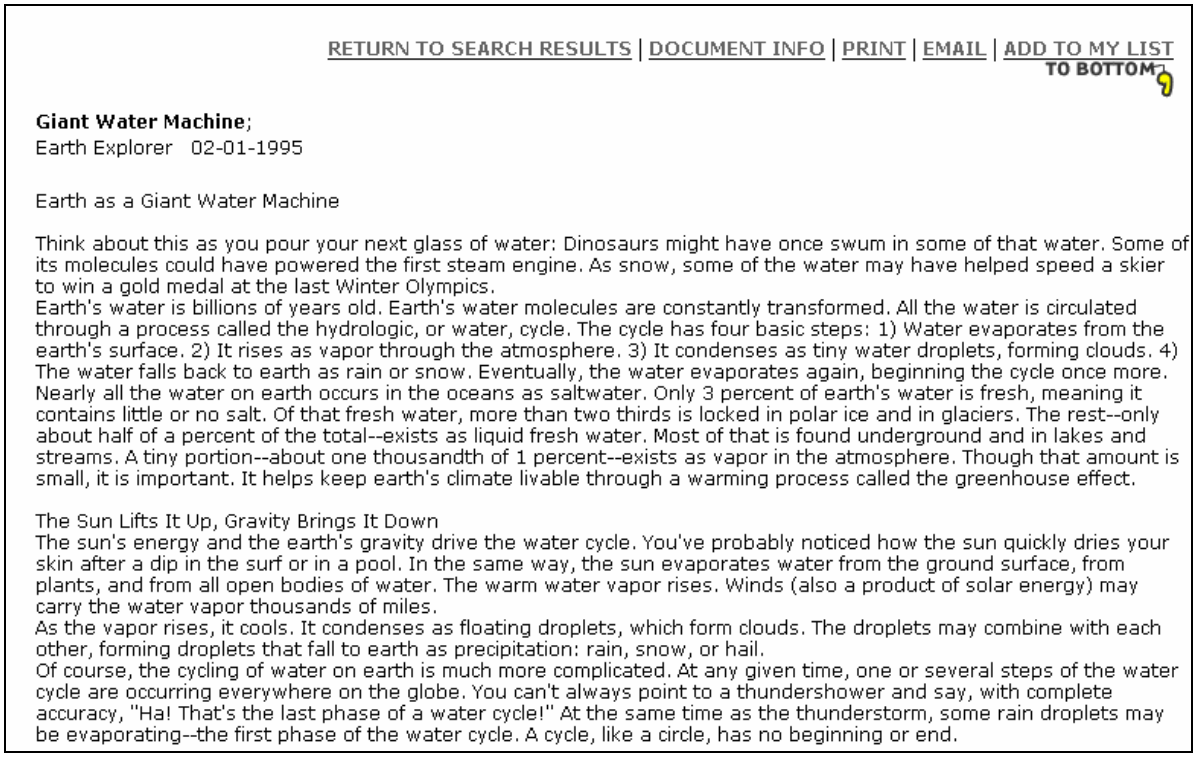

State and National Standards
TEKS Science
112.22. Science, Grade 6
Knowledge and skills
(6.1) Scientific processes. The student conducts field and laboratory investigations using safe, environmentally appropriate, and ethical practices [112.22. Science, Grade 6; b].
See resources
(6.2) Scientific processes. The student uses scientific inquiry methods during field and laboratory investigations [112.22. Science, Grade 6; b].
See resources
(6.3) Scientific processes. The student uses critical thinking and scientific problem solving to make informed decisions [112.22. Science, Grade 6; b].
See resources
(6.4) Scientific processes. The student knows how to use a variety of tools and methods to conduct science inquiry [112.22. Science, Grade 6; b].
See resources

5. A list of the related standards will appear. Click the small triangles to open and close each standard, node, or sub-node.
6. When you locate a standard you wish to find eLibrary Elementary resources to illuminate, click a *See resources* link.


TEKS Science
112.22. Science, Grade 6
Knowledge and skills
(6.14) Science concepts. The student knows the structures and functions of Earth systems [112.22. Science, Grade 6; b].
eLibrary
Science >> Earth Sciences >> Hydrological Sciences >> Special Topics >> Hydrologic (Water) Cycle
Science >> Earth Sciences >> Introduction >> Earth Science Overview
Science >> Life Sciences (Biology) >> Ecology >> Biogeography >> Biomes >> Biome Basics
Science >> Earth Sciences >> Paleontology >> Introduction
Science >> Physical Sciences >> Physics >> Advanced Topics >> Geophysics
Science >> Life Sciences (Biology) >> Evolutionary Biology >> Introduction >> Natural Selection
Science >> Science in the World >> Science & Society
Science >> Resources >> Science Careers

7. A set of topic browse links will appear.

8. Click any topic or sub-topic to find related eLibrary Elementary resources.


RETURN TO SEARCH RESULTS | DOCUMENT INFO | PRINT | EMAIL | ADD TO MY LIST
TO BOTTOM
Giant Water Machine;
Earth Explorer 02-01-1995
Earth as a Giant Water Machine
Think about this as you pour your next glass of water: Dinosaurs might have once swum in some of that water. Some of its molecules could have powered the first steam engine. As snow, some of the water may have helped speed a skier to win a gold medal at the last Winter Olympics.
Earth's water is billions of years old. Earth's water molecules are constantly transformed. All the water is circulated through a process called the hydrologic, or water, cycle. The cycle has four basic steps: 1) Water evaporates from the earth's surface. 2) It rises as vapor through the atmosphere. 3) It condenses as tiny water droplets, forming clouds. 4) The water falls back to earth as rain or snow. Eventually, the water evaporates again, beginning the cycle once more.
Nearly all the water on earth occurs in the oceans as saltwater. Only 3 percent of earth's water is fresh, meaning it contains little or no salt. Of that fresh water, more than two thirds is locked in polar ice and in glaciers. The rest--only about half of a percent of the total--exists as liquid fresh water. Most of that is found underground and in lakes and streams. A tiny portion--about one thousandth of 1 percent--exists as vapor in the atmosphere. Though that amount is small, it is important. It helps keep earth's climate livable through a warming process called the greenhouse effect.
The Sun Lifts It Up, Gravity Brings It Down
The sun's energy and the earth's gravity drive the water cycle. You've probably noticed how the sun quickly dries your skin after a dip in the surf or in a pool. In the same way, the sun evaporates water from the ground surface, from plants, and from all open bodies of water. The warm water vapor rises. Winds (also a product of solar energy) may carry the water vapor thousands of miles.
As the vapor rises, it cools. It condenses as floating droplets, which form clouds. The droplets may combine with each other, forming droplets that fall to earth as precipitation: rain, snow, or hail.
Of course, the cycling of water on earth is much more complicated. At any given time, one or several steps of the water cycle are occurring everywhere on the globe. You can't always point to a thundershower and say, with complete accuracy, "Ha! That's the last phase of a water cycle!" At the same time as the thunderstorm, some rain droplets may be evaporating--the first phase of the water cycle. A cycle, like a circle, has no beginning or end.

How to use the browse publications method

This search method enables the user to locate information from a specific source.

Main publication browse page

To locate a specific publication and issue

1. Select the *search* tab on the navigation bar, and then click the *Browse Publications* link near the bottom of the page inside the *advanced search* area. This opens the main Publication Browse page, shown above.
2. To change source types, click the desired source type icon at the top of the page. Note that the source currently being viewed is indicated through the colored icon; all others are grayed out. *Newspapers* are selected by default.
3. To locate a specific source title, use your vertical scroll bar to browse through the list of titles.

   OR

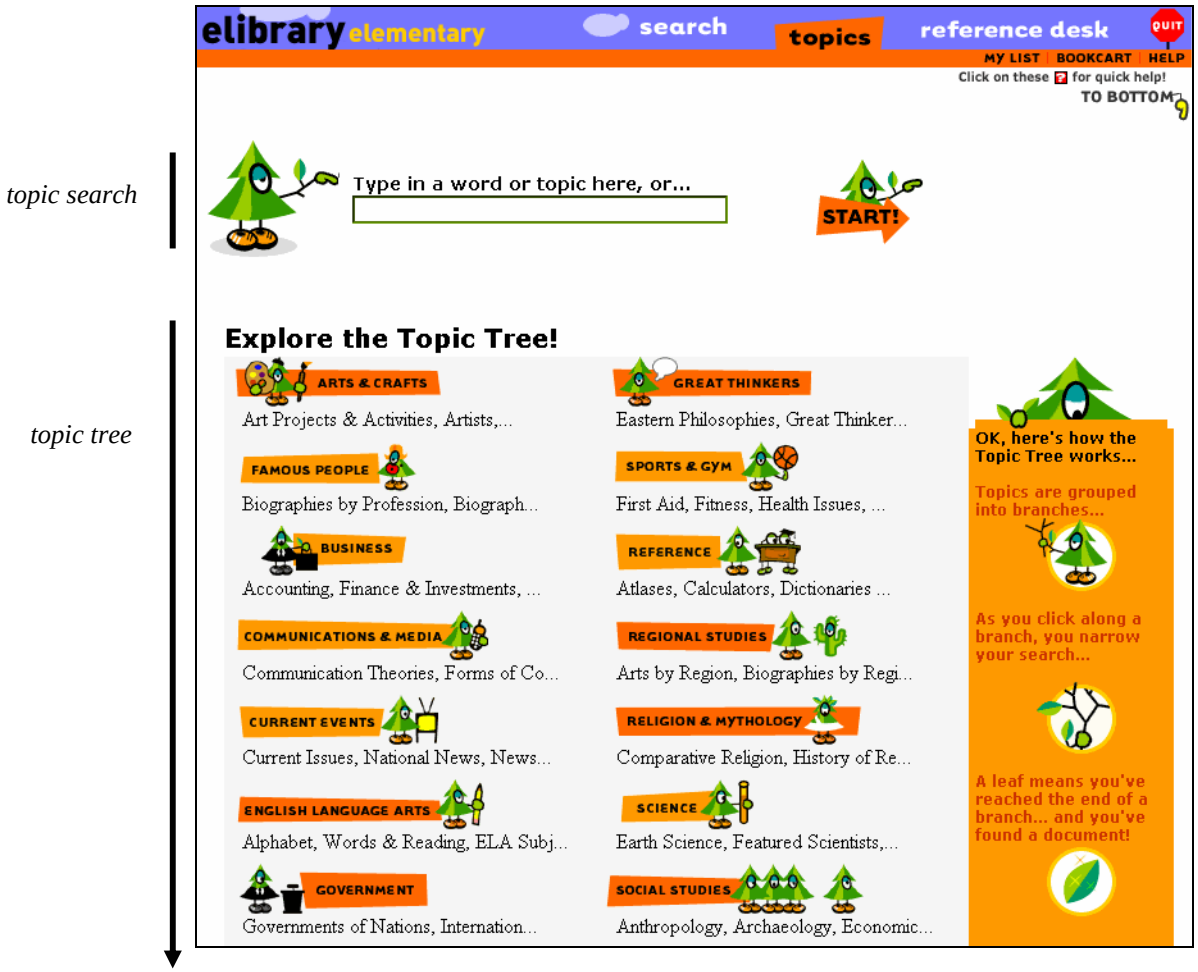
   If you want to browse within a particular alphabetical section, click the appropriate letter in the horizontal alphabet bar. This takes you directly to the first title listed under that letter. Scroll through that portion of the list to locate the desired title.
4. Click the desired title to access a list of available issues for this source. Notice that the most current issues appear at the top of the page. When prior years are available, they appear below. If you want an earlier year, click the down-arrow next to the year desired. Continue to click down-arrows until a list of available issues appears.
5. Select an issue to see a list of documents available from that issue.

How to use the topic browse method

This method locates materials that have been conveniently classified by topic. It also locates links to editor's choice websites that ProQuest recommends to supplement the information found in eLibrary Elementary. It's important to note that eLibrary's topic browse/search capability sets it apart from standard web searching tools (like Google) and traditional databases offered by other companies. eLibrary Elementary users can use this search method to retrieve much more reliable, relevant, vetted information, since we've indexed our resources into more than 18,000 topics related to K-12 curriculum, homework, and student interest. This is in contrast to other online tools that are both *not* indexed and are *only* keyword searchable.

In addition, when you conduct a topic search or browse, your results list will display eLibrary Elementary resources that are *weighted*. That is, the very best resources related to your topic search/browse will automatically appear at the top of your results list. Those weighted highest will display a longer green bar and appear closer to the top; those weighted lower will display a shorter green bar and appear further down on your list. See below for two visual examples of these green bars. This "weighting" system is unique to our eLibrary family of digital learning resources and cannot be found anywhere else.

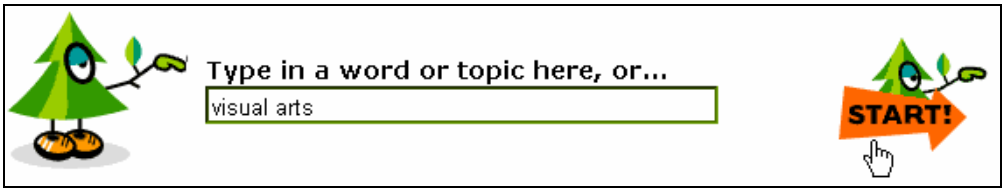
To use the topic browse method, click the *topics* tab on the navigation bar.



You can either use the Topic Search or Topic Tree method to reach information listed within a topic. You may also click the Search by national/state standards link to kick off a topic that will find information related to a specific standard node. (See above for a demonstration of standards searching.)

Topic search

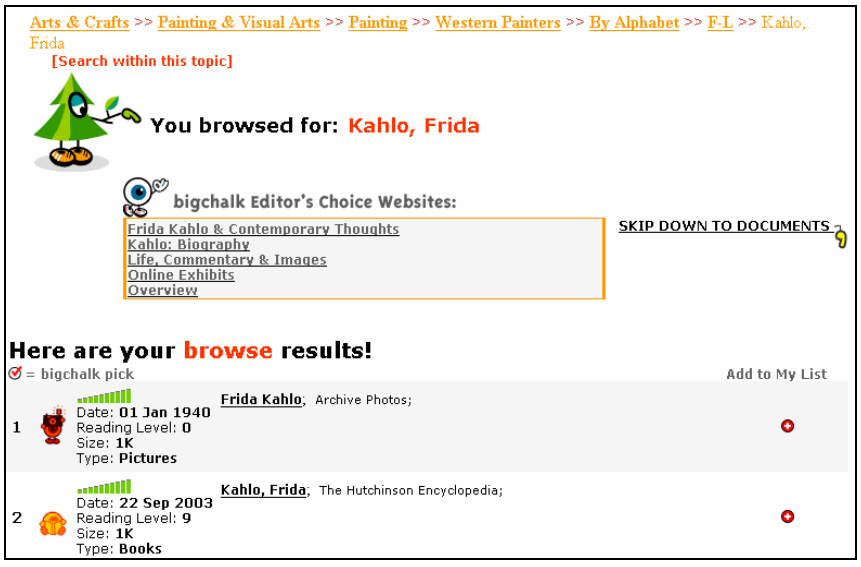
1. Type a topic into the *Topic Search* box and click s*earch.* This displays a list of paths leading to related sub-topics.



2. Select the desired path by clicking the last sub-topic in the path. A list of materials related to this sub-topic will appear.

You searched for: visual arts I found 25 results...
Science >> Life Science >> Animals & Environment (Ecology) >> Special Topics >> Visual Arts & the Environment
Arts & Crafts >> Painting & Visual Arts >> Arts by Region & Culture >> Europe >> Switzerland >> Visual Arts
Painting & Visual Arts >> Arts by Region & Culture >> Europe >> Denmark >> Visual Arts >> General Information on Visual Arts of Denmark

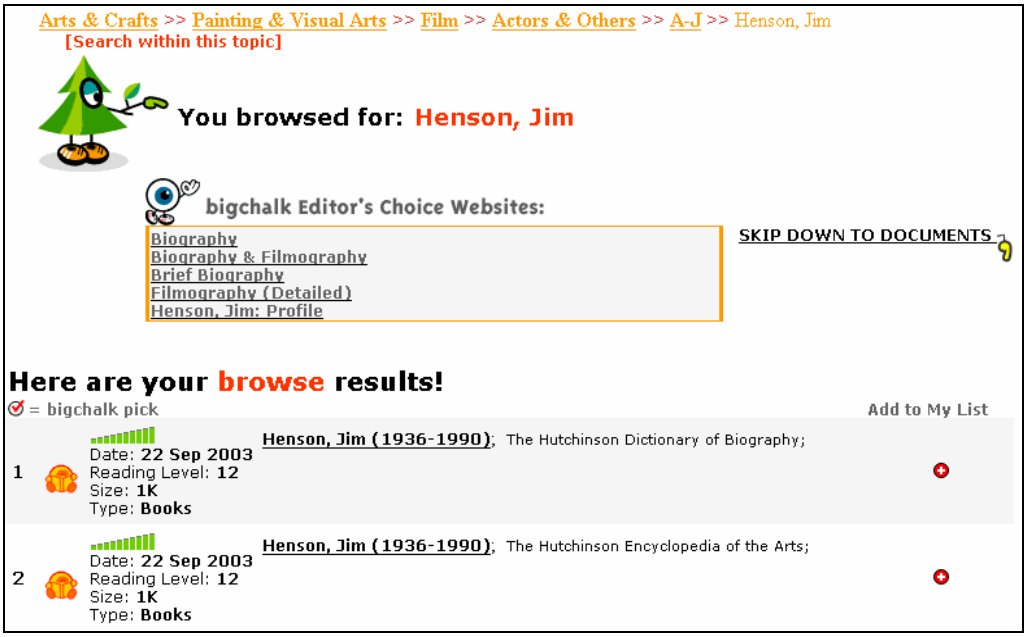
3. Notice that you can select any sub-topic level; the further right in a path, the narrower the results. (Note that each item displays a green “weight” bar measure.)


Arts & Crafts >> Painting & Visual Arts >> Painting >> Western Painters >> By Alphabet >> F-L >> Kahlo, Frida
[Search within this topic]
You browsed for: Kahlo, Frida
bigchalk Editor's Choice Websites:
Frida Kahlo & Contemporary Thoughts
Kahlo: Biography
Life, Commentary & Images
Online Exhibits
Overview
SKIP DOWN TO DOCUMENTS
Here are your browse results!
= bigchalk pick
Add to My List
1 Date: 01 Jan 1940 Reading Level: 0 Size: 1K Type: Pictures
Frida Kahlo; Archive Photos;
2 Date: 22 Sep 2003 Reading Level: 9 Size: 1K Type: Books
Kahlo, Frida; The Hutchinson Encyclopedia;

Topic tree

1. Click a topic. This opens a list of related sub-topics.

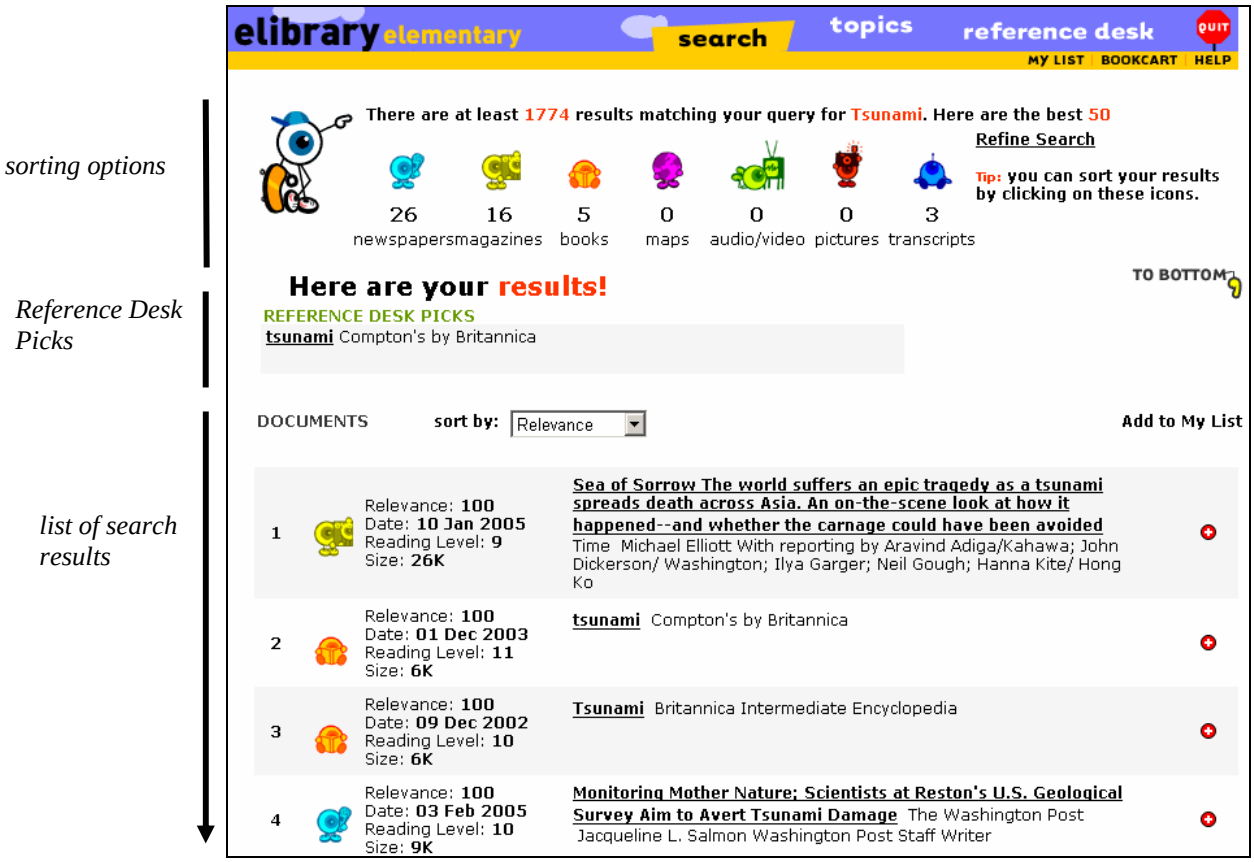
2. Click a sub-topic; this may open an even narrower list of subtopics. Continue selecting sub-topics until you reach a list of search results. Again, note that the returned documents display the green “weight” bar measures.


Arts & Crafts >> Painting & Visual Arts >> Film >> Actors & Others >> A-J >> Henson, Jim
[Search within this topic]
You browsed for: Henson, Jim
bigchalk Editor's Choice Websites:
Biography
Biography & Filmography
Brief Biography
Filmography (Detailed)
Henson, Jim: Profile
SKIP DOWN TO DOCUMENTS
Here are your browse results!
= bigchalk pick
Add to My List
1
Date: 22 Sep 2003
Reading Level: 12
Size: 1K
Type: Books
Henson, Jim (1936-1990); The Hutchinson Dictionary of Biography;
2
Date: 22 Sep 2003
Reading Level: 12
Size: 1K
Type: Books
Henson, Jim (1936-1990); The Hutchinson Encyclopedia of the Arts;

4. What to do in a results list

Understanding a results list

After a search operation, the user comes to a page that lists the resulting items. (To better understand a results list generated by a topic search/browse, see the last section.)


sorting options
Reference Desk Picks
list of search results
elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
There are at least 1774 results matching your query for Tsunami. Here are the best 50
Refine Search
Tip: you can sort your results by clicking on these icons.
26 newspapers
16 magazines
5 books
0 maps
0 audio/video
0 pictures
3 transcripts
Here are your results!
TO BOTTOM
REFERENCE DESK PICKS
tsunami Compton's by Britannica
DOCUMENTS
sort by: Relevance
Add to My List
1 Relevance: 100 Date: 10 Jan 2005 Reading Level: 9 Size: 26K
Sea of Sorrow The world suffers an epic tragedy as a tsunami spreads death across Asia. An on-the-scene look at how it happened--and whether the carnage could have been avoided
Time Michael Elliott With reporting by Aravind Adiga/Kahawa; John Dickerson/ Washington; Ilya Garger; Neil Gough; Hanna Kite/ Hong Ko
2 Relevance: 100 Date: 01 Dec 2003 Reading Level: 11 Size: 6K
tsunami Compton's by Britannica
3 Relevance: 100 Date: 09 Dec 2002 Reading Level: 10 Size: 6K
Tsunami Britannica Intermediate Encyclopedia
4 Relevance: 100 Date: 03 Feb 2005 Reading Level: 10 Size: 9K
Monitoring Mother Nature; Scientists at Reston's U.S. Geological Survey Aim to Avert Tsunami Damage The Washington Post
Jacqueline L. Salmon Washington Post Staff Writer

Sorting options section

The results list can be re-sorted several ways to suit your needs.

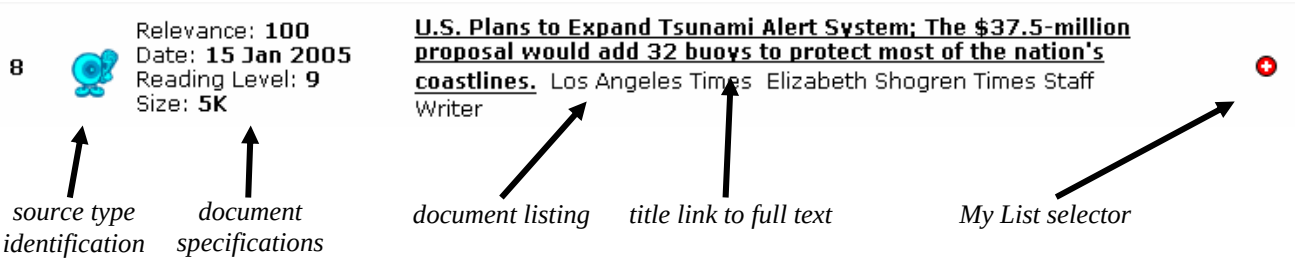
- To re-sort so titles from a specific source type display at the top of the list, just click the appropriate source type icon. The list immediately refreshes and places the selected source results at the top.
- To re-sort so the list displays results by relevance, publication date, size, reading level, title or publication, select the *Sort results by* drop-down box and select the preferred sort format. The list immediately refreshes to the requested sort format. (*Relevance* is the default sort.)
- To further refine your search, click the *refine search* link in the upper right-hand corner. The search tab will reappear with your keywords or natural language search terms automatically populated into the search box.

Reference desk picks section

If a search query matches documents within our reference section, then the related items display in this section near the top. Click an item to display the document, or click *more…* to display the full list of related reference matches.

Listing detail

Shown below are details for one search result.


8
Relevance: 100
Date: 15 Jan 2005
Reading Level: 9
Size: 5K
U.S. Plans to Expand Tsunami Alert System; The $37.5-million proposal would add 32 buoys to protect most of the nation's coastlines. Los Angeles Times Elizabeth Shogren Times Staff Writer
source type identification
document specifications
document listing
title link to full text
My List selector

- **Source type identification** – This icon identifies the source type of the document. This example displays a newspapers icon.
- **Document specifications** – This section identifies how relevant this document is to your search, the date of publication, the reading level, and the file size in kilobytes.
  - Relevancy can range between 1 and 100, with 100 ranked as the most relevant
  - Reading level can range between 0 and 21, with 21 as the highest reading level
- **Document listing** – This section provides basic card catalog data, including document title, publication the document appears in, and author name(s).
- **Title link to full text** – The document title links to the full text of the document. Click the title to access the full text of the item.
- **My List selector** – This button adds or removes a document from My List, the temporary parking place for documents of interest. When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking this button. (Read more about how to save your MyList sessions or store them in BookCarts elsewhere in this guide.)

5. What to do within a document

Understanding a document page (print)

The format and features of each document (except audio/video clips) are shown below.

Top / Main Body of a document:

to best part
options
document header
arrow
reference lookup
full text
elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these for quick help!
RETURN TO SEARCH RESULTS | DOCUMENT INFO | PRINT | EMAIL | ADD TO MY LIST
TO BOTTOM
The World; Tsunami May Set Limits on Development; Experts warn that another undersea quake is likely and that nations must be mindful of coastal vulnerabilities while rebuilding.
Los Angeles Times 02-06-2005
The World; Tsunami May Set Limits on Development; Experts warn that another undersea quake is likely and that nations must be mindful of coastal vulnerabilities while rebuilding.
Byline: Charles J. Hanley Associated Press Writer
Edition: BULLDOG EDITION
Section: Main News; Part A; National Desk
Weeks after the seas retreated, after the minutes of terror along hundreds of miles of coast, people on the rim of the Indian Ocean are emerging from their December morning's nightmare to a long, hard future of trying to re-create an obliterated past.
The Dec. 26 earthquake-tsunami took a staggering toll of lives. But for those left behind, from Aceh to Galle to the shores of east Africa, it also destroyed a world: of houses, shops and schools, clinics, mosques and farms, roads and railways, boats and vehicles, bridges, power lines and irrigation channels, harbors and storehouses, trees, beaches, reefs and lagoons.
It will take months and years to rebuild local fishing industries and restore other jobs, to wash the salt from farmlands, to re-grow coral reefs and mangroves, to replant uprooted families, to repair wounded minds.
The world-destroying waves left economic, social, political, environmental legacies -- and a geological one five miles deep in the sea, where seismologists say a twin great quake is now inevitable.
But those who know disasters well hope that the Indian Ocean tsunami will have one more lasting impact: waking up a distracted world.
"We've got to get away from this whole idea that disasters are acts of God," said Andrew Maskrey, a U.N. advisor to governments on ways to guard against nature's violence. "In a sense, disasters are constructed -- through development."

- *to best part bull's-eye icon* – Skips to the part of the document that contains the heaviest concentration of your keywords
- *return to search results* option link – Sends you back to your search results
- *document info* option button – Displays the date of document publication and other relevant information
- *print* option button – Reformats this document for efficient printing

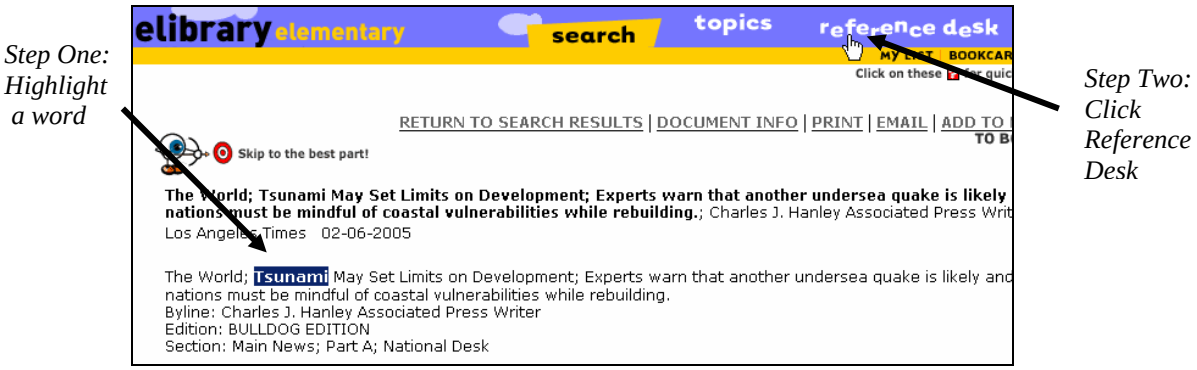
  To print the reformatted document, use your browser print feature.
- *email* option button – Opens an email setup dialog box

  To email this document, fill in the requested data and click the *send* button.
- *add to my list* option button – Adds or removes this document from My List

When the button displays a plus sign (+), it can be added to My List by clicking this button. When the button displays a minus sign (-), the document is already on the list and can be removed by clicking the button.

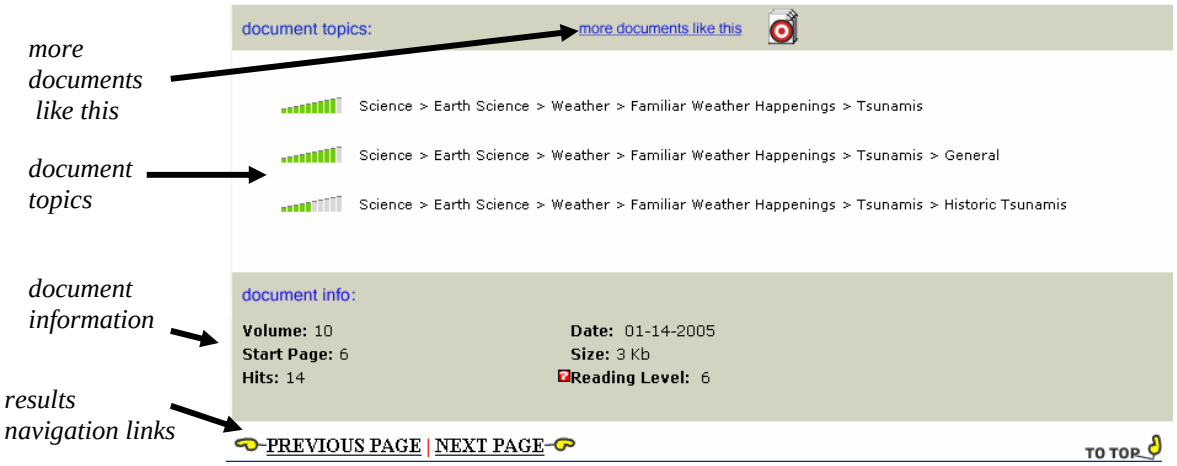
- Document header – Identifies the source of this document
- Arrow – Skips to the bottom of this document, to the previous full-text document, or the next full-text document
- *Reference* lookup – Shortcut to look up terms the appear in the document

  To look up a term in the document, highlight the word within document text, then click the *reference* tab. eLibrary Elementary immediately returns a list of reference results for that term.


Step One: Highlight a word
elibrary elementary
search
topics
reference desk
Click on these
RETURN TO SEARCH RESULTS | DOCUMENT INFO | PRINT | EMAIL | ADD TO
Skip to the best part!
The World; Tsunami May Set Limits on Development; Experts warn that another undersea quake is likely
nations must be mindful of coastal vulnerabilities while rebuilding.; Charles J. Hanley Associated Press Writ
Los Angeles Times 02-06-2005
The World; Tsunami May Set Limits on Development; Experts warn that another undersea quake is likely and
nations must be mindful of coastal vulnerabilities while rebuilding.
Byline: Charles J. Hanley Associated Press Writer
Edition: BULLDOG EDITION
Section: Main News; Part A; National Desk
Step Two: Click Reference Desk

- Full text – Contains the entire text of this document

Bottom of a document:


more documents like this
document topics
document information
results navigation links
document topics:
more documents like this
Science > Earth Science > Weather > Familiar Weather Happenings > Tsunamis
Science > Earth Science > Weather > Familiar Weather Happenings > Tsunamis > General
Science > Earth Science > Weather > Familiar Weather Happenings > Tsunamis > Historic Tsunamis
document info:
Volume: 10
Start Page: 6
Hits: 14
Date: 01-14-2005
Size: 3 Kb
Reading Level: 6
PREVIOUS PAGE | NEXT PAGE
TO TOP

- *more documents like this* – Clicking these words or the bulls eye/document stack icon conducts a new search to locate additional resources that more closely match the document being displayed
- *document topics* – Displays a set of topics related to the document being displayed listed in order of their "weight"; click any topic or sub-topic to jump to related resources

- *document information* – Shows vital information about the document
- *Results navigation links* – Click previous or next to being up the last/next resource from your results list, or *TO TOP* to return to the top of the current article or resource.

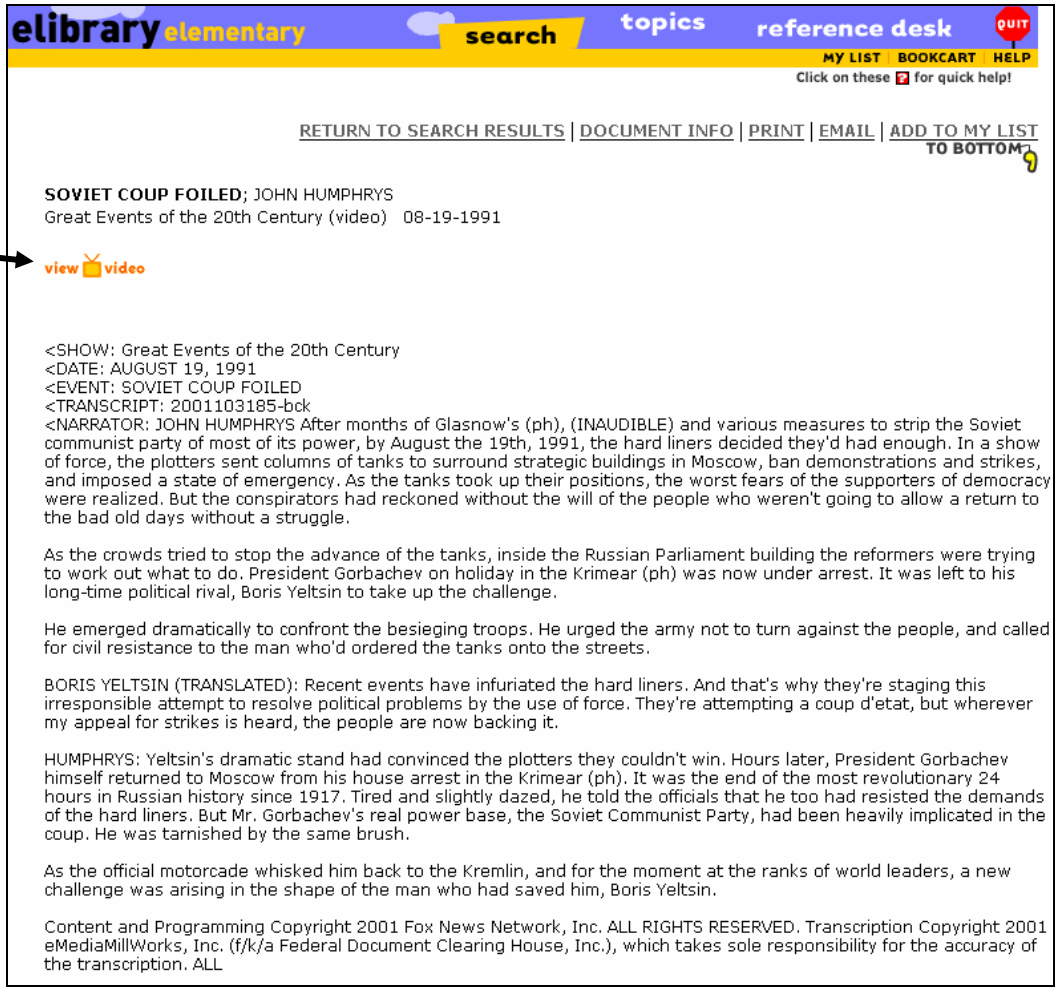
Understanding a document page (audio / video)

Working with an audio/video document page is the same as working with a printed document page, with one exception. The audio/video page includes an audio/video clip. The audio/video clip may be classified as “video” or “3D animation.”

Video format

The video version displays a *view video* icon within the document, as shown below.

view video icon


elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these for quick help!
RETURN TO SEARCH RESULTS | DOCUMENT INFO | PRINT | EMAIL | ADD TO MY LIST
TO BOTTOM
SOVIET COUP FOILED; JOHN HUMPHRYS
Great Events of the 20th Century (video) 08-19-1991
view video
<SHOW: Great Events of the 20th Century
<DATE: AUGUST 19, 1991
<EVENT: SOVIET COUP FOILED
<TRANSCRIPT: 2001103185-bck
<NARRATOR: JOHN HUMPHRYS After months of Glasnow's (ph), (INAUDIBLE) and various measures to strip the Soviet communist party of most of its power, by August the 19th, 1991, the hard liners decided they'd had enough. In a show of force, the plotters sent columns of tanks to surround strategic buildings in Moscow, ban demonstrations and strikes, and imposed a state of emergency. As the tanks took up their positions, the worst fears of the supporters of democracy were realized. But the conspirators had reckoned without the will of the people who weren't going to allow a return to the bad old days without a struggle.
As the crowds tried to stop the advance of the tanks, inside the Russian Parliament building the reformers were trying to work out what to do. President Gorbachev on holiday in the Krimear (ph) was now under arrest. It was left to his long-time political rival, Boris Yeltsin to take up the challenge.
He emerged dramatically to confront the besieging troops. He urged the army not to turn against the people, and called for civil resistance to the man who'd ordered the tanks onto the streets.
BORIS YELTSIN (TRANSLATED): Recent events have infuriated the hard liners. And that's why they're staging this irresponsible attempt to resolve political problems by the use of force. They're attempting a coup d'etat, but wherever my appeal for strikes is heard, the people are now backing it.
HUMPHRYS: Yeltsin's dramatic stand had convinced the plotters they couldn't win. Hours later, President Gorbachev himself returned to Moscow from his house arrest in the Krimear (ph). It was the end of the most revolutionary 24 hours in Russian history since 1917. Tired and slightly dazed, he told the officials that he too had resisted the demands of the hard liners. But Mr. Gorbachev's real power base, the Soviet Communist Party, had been heavily implicated in the coup. He was tarnished by the same brush.
As the official motorcade whisked him back to the Kremlin, and for the moment at the ranks of world leaders, a new challenge was arising in the shape of the man who had saved him, Boris Yeltsin.
Content and Programming Copyright 2001 Fox News Network, Inc. ALL RIGHTS RESERVED. Transcription Copyright 2001 eMediaMillWorks, Inc. (f/k/a Federal Document Clearing House, Inc.), which takes sole responsibility for the accuracy of the transcription. ALL

Select the *view video* icon to open the video play box. Use controls near the bottom to operate the video.

video image
video transcript, timed to the video
video controls: play, pause, stop, back, forward
bigchalk
MEDIA PLAYER
HUME: Saudi Interior Minister Prince Nyaf today announced the arrest of a number of terrorists believed to have had a role in the Riyadh bombing.
Playing
00:03 / 05:10
Close window
Click (>) to play video from beginning
Double (>>) indicates 10 sec jump forward
Double (<<) indicates 10 sec jump backward

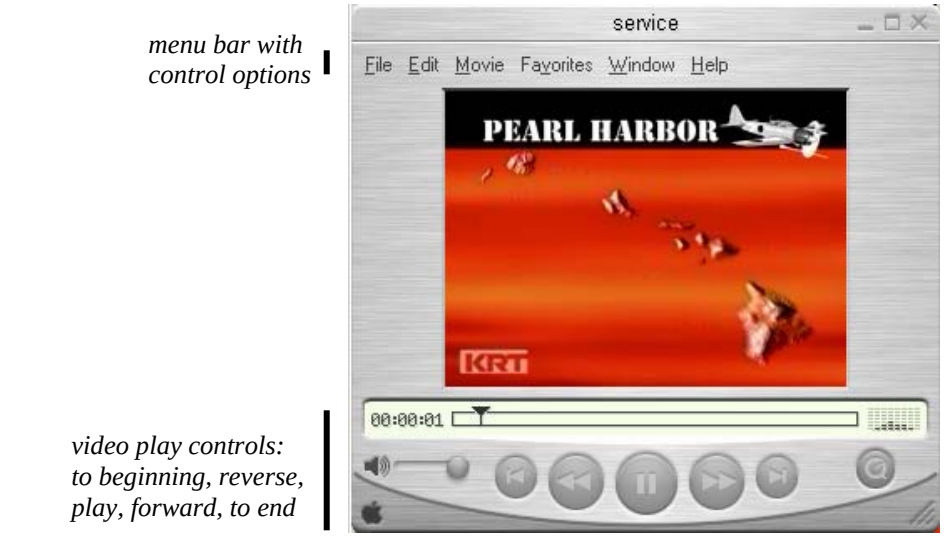
3D animation procedure

The 3D animation format opens with a QuickTime logo displayed rather than the *view video* icon. Within a few seconds, the logo refreshes automatically to display the video through a QuickTime plug-in. If this plug-in is not installed on your system, a message appears to assist in the plug-in download process.

Some videos may appear with a *view video* icon to the right. If you wish to view in a larger, more flexible environment, click this icon; within a moment, the player opens in another window.

Screen captures of both of these examples can be found on the next page.

elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these for quick help!
RETURN TO SEARCH RESULTS | DOCUMENT INFO | PRINT | EMAIL | ADD TO MY LIST
TO BOTTOM
Skip to the best part!
Friday marks 60th anniversary of Pearl Harbor;
3D Animation 12-05-2001
video image
PEARL HARBOR
KAUAI
NIIHAU
OAHU
MOLOKAI
LANAI
MAUI
KAHOOLAWE
HAWAII
KRT
view video
video controls: volume, play, reverse, forward, about
video transcript
FRIDAY MARKS 60TH ANNIVERSARY OF PEARL HARBOR 12-05-2001
DESCRIPTION: Animation opens with images of Pearl Harbor. Text animates on outlining facts of the event."
Nearly six decades have passed since the bombing of Pearl Harbor on December 7, 1941. Friday marks the 60th anniversary of the tragedy and what has become known as the "date that will live in infamy." Our animation takes a closer look at the attack on Pearl Harbor. slug-pearl harbor"


menu bar with control options
service
File Edit Movie Favorites Window Help
PEARL HARBOR
KRT
00:00:01
video play controls: to beginning, reverse, play, forward, to end

6. How to use other features and tools

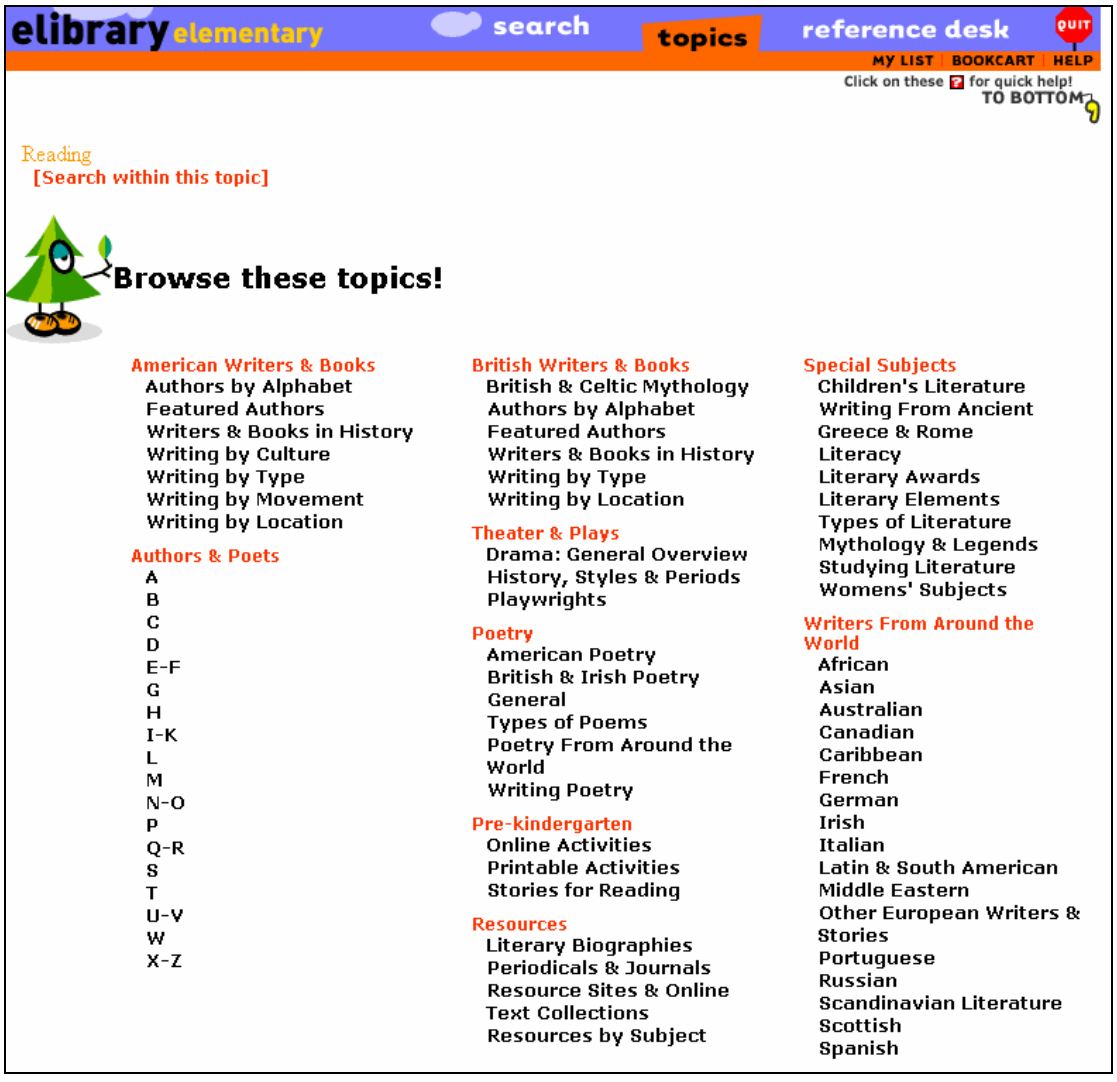
Editor's choice website links

This feature contains active links to thousands of educator-selected websites covering more than 10,000 topics for K-12 study. These sites, useful to researchers, educators, parents, and administrators, have been judged by our reviewers to contain valuable, safe content.

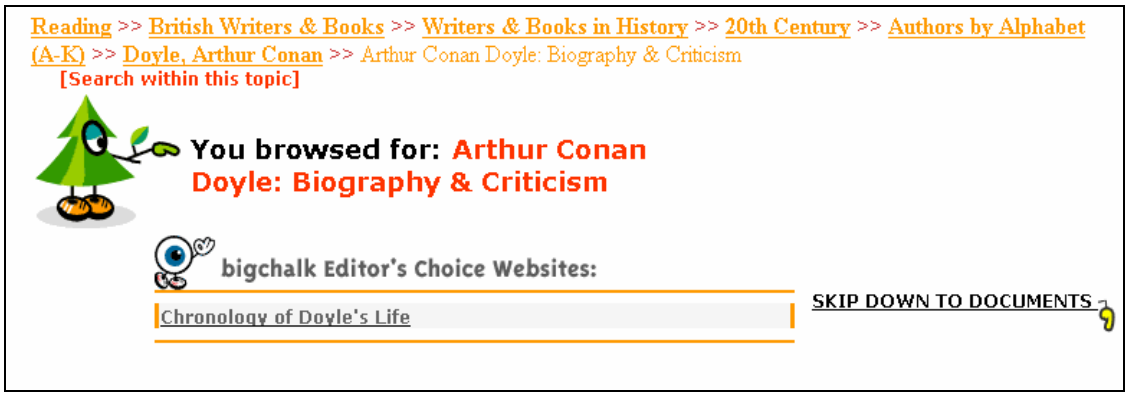
Editor's choice website links can be found in two levels within topics browse, in the listing of subtopics and also in any applicable results lists.

To view editor's choice websites from a topics browse results list

1. In a search results list generated by a topics browse, click any of the available subtopics to bring up the relevant weblinks.



This takes you to the list of related documents and recommended website links.

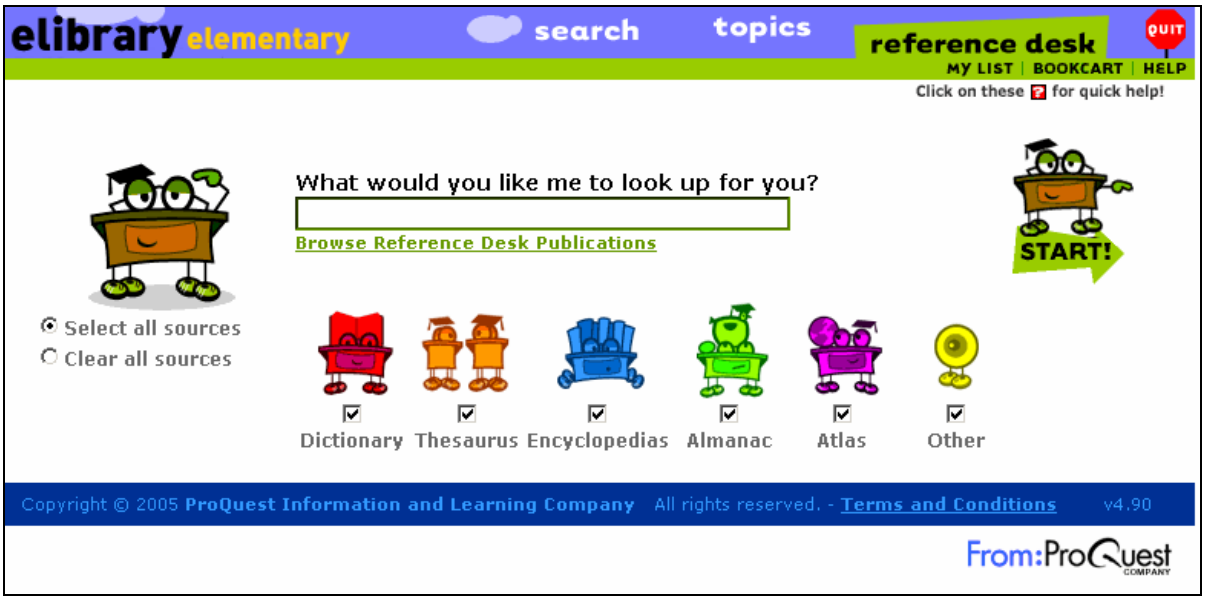

Reading >> British Writers & Books >> Writers & Books in History >> 20th Century >> Authors by Alphabet (A-K) >> Doyle, Arthur Conan >> Arthur Conan Doyle: Biography & Criticism
[Search within this topic]
You browsed for: Arthur Conan Doyle: Biography & Criticism
bigchalk Editor's Choice Websites:
Chronology of Doyle's Life
SKIP DOWN TO DOCUMENTS

2. Select a website link of interest. This opens the selected web page in a separate browser window. When you finish research in this website, close the browser window displaying the web page. This returns you to eLibrary Elementary.

Reference Desk

The Reference Desk feature is accessed through the *reference desk* tab on the navigation bar. Reference Desk contains reference sources to supplement research. These reference sources include such tools as a dictionary, thesaurus, encyclopedias, almanacs, atlases, an occupational handbook, dictionaries of science and medicine, and more.

For a complete listing of publications contained in the Reference Desk, select the *View Reference Desk sources* link. You can use Reference Desk for standalone searches as explained below, or you can highlight a term in a document, and then click the *Reference Desk* tab to quickly access any reference data available on a selected term.



To locate reference desk data in a standalone search

1. Type a keyword term in the *Enter keywords* box.

2. In the *Choose sources* section, check any boxes that you want to include in your reference search (by default, all sources are selected).
3. Click the *look up* button. A list of search results will appear.
4. Work with the search results.

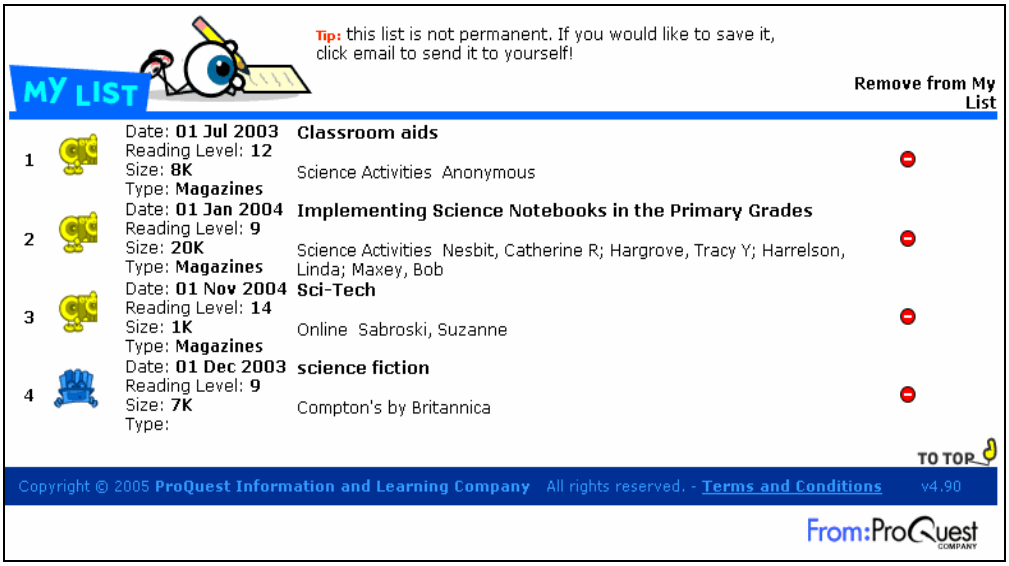
elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these for quick help!
You searched for: origami I found 8 results...
1 Dictionary
0 Thesaurus
3 Encyclopedia
0 Almanac
0 Atlas
4 Other
Tip: you can sort your results by clicking on these icons.
TO BOTTOM
Here are your reference results!
Add to My List
1
American Heritage Dictionary, Fourth Edition; 01 Mar 2004;
origami
Copyright □□ 2003 Houghton Mifflin Company. All rights reserved. o□□ri□□ga□□mi
Pronunciation
n. 1. The art or process, originating in Japan, of folding paper into shapes representing flowers and birds, for example. 2. A decorative object made by folding paper.
© School Division, Houghton Mifflin Company

My List

My List is a temporary storage place for documents that a user wants to review at a later time, tag in order to create a bibliography, or import into a BookCart. (See page 6 for information on importing MyList sessions into a BookCart.)

Users can add or remove items from My List from a search results page or a document page by clicking the plus (+) or (after a plus is clicked) minus (-) icons found to the right of each item. Once a user is done adding items to a list, click the *my list* button in the upper right-hand corner of any page. You may also add Editor's Choice Websites to a MyList session.

Any documents listed in My List are stored only for the duration of the research session; once the user logs out, My List automatically purges all data. However, the user can save the list as an HTML or text file, print the list, email it to save the data, or add it to a new BookCart.



The listing of materials in My List closely resembles a search results list. Note the following differences:

- Option buttons enable you to print, email, clear the contents of My List, or return to the last results list viewed
- Icons to the right of each listing only enable you to remove from the list

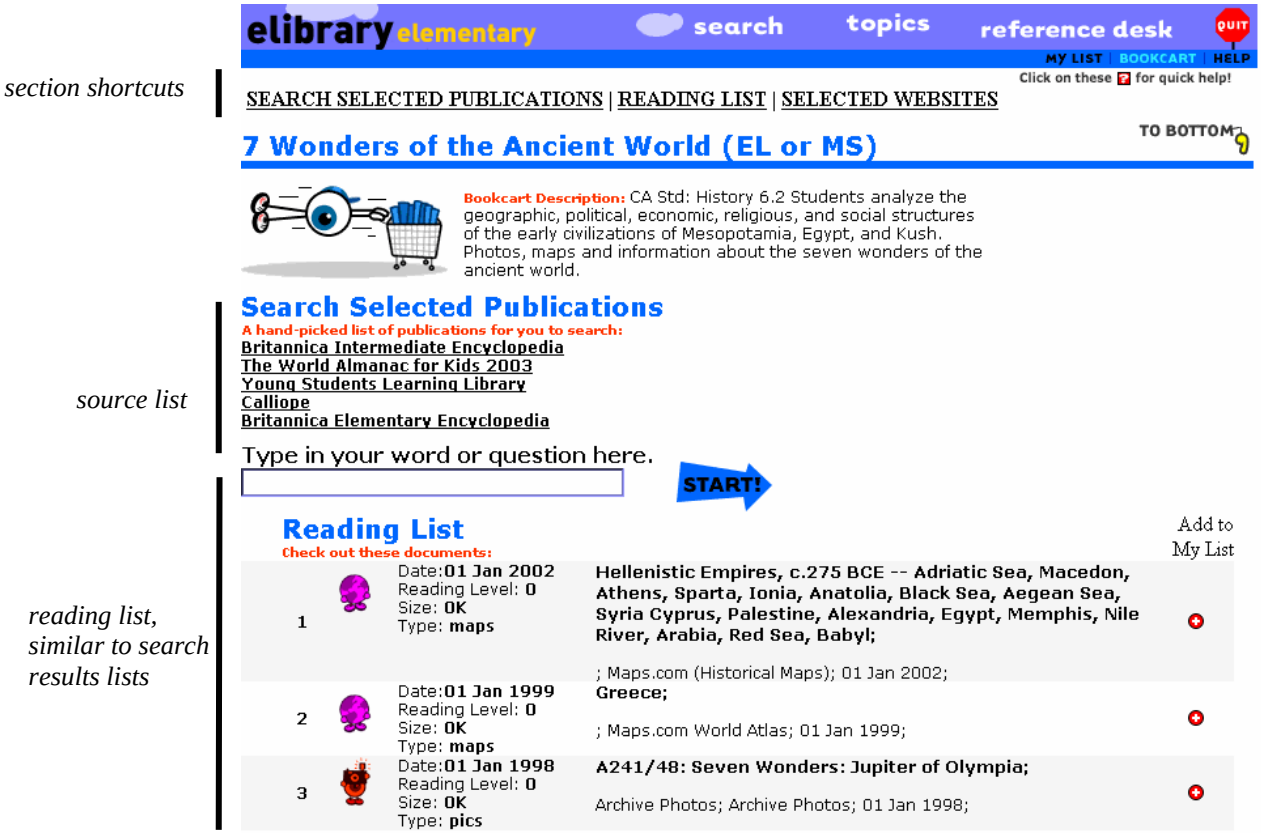
BookCart

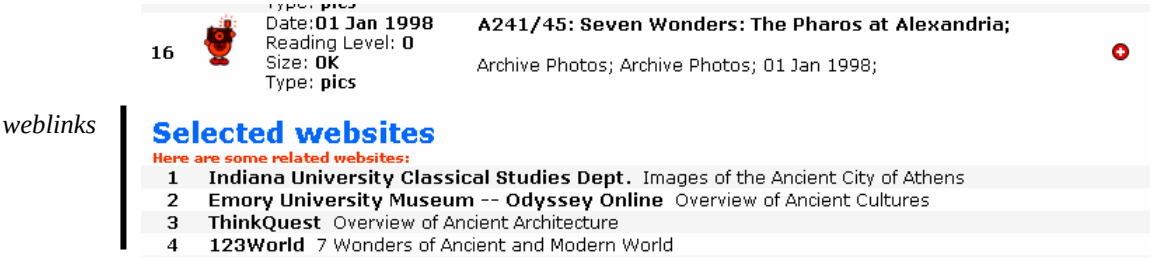
BookCart is a place for teachers and librarians to publicize links to materials related to a specific assignment. To locate materials in BookCart:

1. Select the *bookcart* icon found in the top right-hand corner of any page. This accesses a list of all current BookCart lists.

elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these ? for quick help!
BOOKCARTS
BIGCHALK BOOKCART SCHOOL
The BookCarts below are samples that were carefully selected by our editors. Click a title to begin.
1. 21st Century Literacy Skills
2. 7 Wonders of the Ancient World (EL or MS)
3. Acid Rain and Pollution
4. African-American Literature (MS/HS)
5. Agricultural Revolution and Transgenics

2. Select the desired BookCart list. This opens a page that contains links to the materials. This page might include a list of sources, a reading list of specific documents, and a list of related websites, which open in a separate browser window.


section shortcuts
source list
reading list, similar to search results lists
elibrary elementary
search
topics
reference desk
QUIT
MY LIST | BOOKCART | HELP
Click on these ? for quick help!
SEARCH SELECTED PUBLICATIONS | READING LIST | SELECTED WEBSITES
TO BOTTOM
7 Wonders of the Ancient World (EL or MS)
Bookcart Description: CA Std: History 6.2 Students analyze the geographic, political, economic, religious, and social structures of the early civilizations of Mesopotamia, Egypt, and Kush. Photos, maps and information about the seven wonders of the ancient world.
Search Selected Publications
A hand-picked list of publications for you to search:
Britannica Intermediate Encyclopedia
The World Almanac for Kids 2003
Young Students Learning Library
Calliope
Britannica Elementary Encyclopedia
Type in your word or question here.
START!
Reading List
Check out these documents:
Add to My List
1 Date:01 Jan 2002 Reading Level: 0 Size: OK Type: maps
Hellenistic Empires, c.275 BCE -- Adriatic Sea, Macedon, Athens, Sparta, Ionia, Anatolia, Black Sea, Aegean Sea, Syria Cyprus, Palestine, Alexandria, Egypt, Memphis, Nile River, Arabia, Red Sea, Babyl;
; Maps.com (Historical Maps); 01 Jan 2002;
2 Date:01 Jan 1999 Reading Level: 0 Size: OK Type: maps
Greece;
; Maps.com World Atlas; 01 Jan 1999;
3 Date:01 Jan 1998 Reading Level: 0 Size: OK Type: pics
A241/48: Seven Wonders: Jupiter of Olympia;
Archive Photos; Archive Photos; 01 Jan 1998;


16
Date:01 Jan 1998
Reading Level: 0
Size: OK
Type: pics
A241/45: Seven Wonders: The Pharos at Alexandria;
Archive Photos; Archive Photos; 01 Jan 1998;
weblinks
Selected websites
Here are some related websites:
1 Indiana University Classical Studies Dept. Images of the Ancient City of Athens
2 Emory University Museum -- Odyssey Online Overview of Ancient Cultures
3 ThinkQuest Overview of Ancient Architecture
4 123World 7 Wonders of Ancient and Modern World

To search for specific information within this group of sources and documents, type a keyword term into the *Enter keywords* box, and then click the *Start Search* button.

To review information in the source list or reading list, use the same techniques learned in the Browse/Search Publications section and the search results section.

For a list of the current 210+ ProQuest BookCarts available to your school, connect here (Excel): http://www.proquestk12.com/go/BookCartListing

For instructions on how to copy these BookCarts to your collection, view our new audio demonstration (Flash). Be sure to turn up the volume on your computer.
http://www.proquestk12.com/go/CopyingBookCarts

Be sure to retrieve our quick start guide to making your first BookCart, and our in-depth curriculum guide to get dozens of ideas for making effective lessons with the tool (PDF):
http://www.proquestk12.com/go/BookCartQSG
http://www.proquestk12.com/go/BookCartCurrGuide

Librarians and educators can learn more about deleting BookCarts, restoring deleted BookCarts, and copying district BookCarts to local school collections on page 6.

Printing

A *Print* button appears on documents and in My List.

Emailing

An *email* button appears in documents and in My List.

Product Information

In addition to the many resources available through eLibrary Elementary, other research sources and tools can be found online at our K-12 website:

http://www.proquestk12.com

Be sure to take full advantage of supplemental curriculum materials and guides, educator's guides, professional development resources, data sheets, title lists, citation instructions, product trials, and much more.

7. How to cite information in eLibrary

The following guide demonstrates how to cite information obtained through eLibrary Elementary. This guide also resides online in printable format at our K-12 website, and includes citation instructions for additional K-12 resources:
http://www.proquestk12.com/pic/pdfs/ProQuest_Citation_Guide.pdf

MLA (Modern Language Association) Format

Magazines & Newspapers

Works Cited entry:

Author's name. "Title of the Article." Name of the Periodical Date of publication: page numbers. Name of the Database Used. Name of the Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Frick, Robert. "Investing in Medical Miracles." Kiplinger's Personal Finance Feb. 1999: 80-87. SIRS Researcher. ProQuest Information and Learning. North Library, Anytown, TX. 25 Feb. 2004 <http://www.sirs.com>.

Note entry:

Number of footnote Author's name, "Title of the Article," Name of the Periodical Date of original source: page numbers, Name of the Database Used, Name of the Service, Name of Library or Library System, City, State Abbreviation, Date of access <URL of service's homepage>.

[1]Frick, Robert, "Investing in Medical Miracles," Kiplinger's Personal Finance Feb. 1999: 80-87, SIRS Researcher, ProQuest Information and Learning, North Library, Anytown, TX, 25 Feb. 2004 <http://www.sirs.com>.

Scholarly Journals

Author's name. "Title of the Article." Name of the Periodical Volume number: Issue number (Date of publication): page numbers. Name of the Database Used. Name of the Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Douglas, Richmond. "The Legacy of African Slavery in Colonial Mexico, 1519 – 1810." Journal of Popular Culture 35:2 (Fall 2001): 1. History Study Center. ProQuest Information and Learning. Broward County Library, Ft. Lauderdale, FL. 12 Jan. 2003 <http://www.bigchalk.com>.

Newswires

"Title of the Article." Newswire Source of Article Date of source. Name of Database Used. Name of Service. Name of Library System, City, State Abbreviation, Date of Access <URL of service's homepage>.

"White House to Release Fundraising Documents." Reuters 25 Feb. 1997. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 30 Nov. 2001 <http://www.bigchalk.com>.

Government Documents

Name of government. Name of Department. Name of agency. Article title. Author. Date. <URL retrieved from>. Name of the Database Used. Name of the Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

United States. U.S. Department of the Interior. U.S. Geological Survey. Mercury in Stream Ecosystems—New Studies Initiated by the U.S. Geological Survey. By Mark E. Brigham, David P. Krabbenhoft, and Pixie A. Hamilton. Mar. 2003. <http://water.usgs.gov/pubs/FS/fs-016-03/pdf/fs-016-03.pdf>. SIRS Government Reporter. ProQuest Information and Learning. North Library, Anytown, TX. 25 Feb. 2004 <http://www.sirs.com>.

Books

Author's Last Name, First Name. Title of Book. Place of Publication: Name of Publisher, Date of Publication: Page numbers. Name of the Database Used. Name of the Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Williams, Bard. The Internet for Teachers. Foster City, CA: IDG Books, 1995: 54. eLibrary Elementary. Anytown School Library, Anytown, CA. 27 Mar. 2001 <http://www.bigchalk.com>.

Graphics, Maps & Media

Photograph

Title of Photograph. Photograph. Name of Content Provider. Date of Publication. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Mars Rover Spirit. Photograph. Getty Images NASA/JPL. 31 Jan. 2004. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 20 Apr. 2004. <http://www.bigchalk.com>.

Map/Graphic

Title of graphic. Graphic Type. Copyright Holder. Publication Date. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Afghanistan. Map. Magellan Geographix. 1997. SIRS Researcher. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 25 Feb. 2004 <http://www.sirs.com>.

Chart C: Unemployment Rides the Up Escalator. Chart. Jewel Becker Simmons. 9 Oct. 1996. SIRS Researcher. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 25 Feb. 2004 <http://www.sirs.com>.

Online Sounds

Composer, conductor or performer. "Title of the recording." Program. Copyright year. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

Lifestory Publications. "Bear – American Black (2 of 6)." Eye on Nature. 2002. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 21 Apr. 2004 <www.bigchalk.com>.

Online Video Clips

"Title of episode or segment" Narr. Name of Narrator. Name of Program. Name of Network. Broadcast date. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

"The Overthrow of President Ngo Dinh Diem" Narr. Harry Reasoner. CBS Evening News. CBS News. 1 Jan. 1963. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 14 Feb. 2003 <www.bigchalk.com>.

TV/Radio Transcript

"Title of TV/Radio episode or segment" Title of Program. Broadcast date. Transcript. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

"Analysis: Planes Crash into World Trade Center and Pentagon, Possibly Terrorist Attacks" Morning Edition (NPR). 11 Sept. 2001. Transcript. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 10 May 2003 <http://www.bigchalk.com>.

Multimedia

"Title of Audio/Video Presentation." Medium. Source of Audio/Video Presentation. Date of Presentation Creation. Name of Database Used. Name of Service. Name of Library or Library System, City, State Abbreviation. Date of access <URL of service's homepage>.

"Knee Replacement Is a Billion Dollar Industry in the United States." 3D Animation. Knight Ridder/Tribune: News in Motion. 9 May 1997. eLibrary Elementary. ProQuest Information and Learning. Anytown School Library, Anytown, CA. 29 March 2001 <http://www.bigchalk.com>.

Internet Sites* (SKS WebSelect, Discoverer WebFind, eLibrary Elementary Editor's Choice Websites)

Title of Internet Site. Name of the editor, compiler, or translator (if available). Date of most recent electronic publication (if known). Sponsoring organization or institution. Date of access <Electronic address or URL>.

The Victorian Web: An Overview. Ed. George Landow. June 2000. Brown University. 25 Feb. 2004 <http://landow.stg.brown.edu/victorian/victov.html>.

*Note that since Internet sites on ProQuest databases are available via hypertext links and not served by ProQuest, it is not necessary to reference the particular database in the citation.

APA (American Psychological Association) Format

Magazines & Newspapers

References format:

Author, Initial. (date of original source). Article title. *Original Source of Article*, page numbers. Retrieved [month day, year] from [source] database ([name of database]).

Frick, R. (1999, February). Investing in medical miracles. *Kiplinger's Personal Finance*, pp. 80-87. Retrieved February 25, 2004 from SIRS Knowledge Source database (SIRS Researcher).

Note entry:

Instead of footnote or endnote, the author's last name and the publication year/date of access are placed in parentheses within the body of the text. If the author's name is not available, cite the first two or three words of the article's title in quotes:

(Frick, 1999/February 25, 2004)
("Investing in," 1999/February 25, 2004)

Scholarly Journals

Author, Initial. (date of original source). Article title. *Original Source of Article*, *Volume number*: issue number, page numbers. Retrieved [month day, year] from [source] database ([name of database]).

Douglas, R. (2001, Fall). The Legacy of African Slavery in Colonial Mexico, 1519 –1810. *Journal of Popular Culture, 35*(2), 1. Retrieved January 12, 2003 from eLibrary Elementary database (History Study Center).

Government Documents

Main government agency that released article. (Date of original source). *Article title*. URL article retrieved from. Retrieved [month day, year] from [source] database ([name of database]).

U.S. Geological Survey. (February 17, 2004). *Stream Ecosystems—New Studies Initiated by the U.S. Geological Survey*. Retrieved from http://water.usgs.gov/pubs/FS/fs-016-03/pdf/fs-016-03.pdf. Retrieved Feb. 25, 2003 from SIRS Knowledge Source database (SIRS Government Reporter).

Books

Author. (Year). *Title of Book*. (page numbers). City of Publication: Publisher. Retrieved [month day, year] from [source] database ([name of database]).

Williams, Bard. (1995). *The Internet for Teachers.* (p. 54). Foster City, CA: IDG Books. Retrieved August 15, 2003 from eLibrary Elementary database (ProQuest Information and Learning).

Graphics, Maps & Media

Photograph, Map, or Graphic

Artist or Copyright Holder. (year, month day of first publication). Title. [[Media type.]] *Original Publication*. Retrieved [month day, year], from [service] database ([database]).

Lon Tweeten. (2001, October 22). The Next Wave: Ground War in Afghanistan. [Graphic]. *Time Magazine*. Retrieved February 25, 2004, from SIRS Researcher database (ProQuest Information and Learning).

Alison V. Smith. (2003, November 22). Dallas, TX - Visitors gather on the infamous grassy knoll at Dealey Plaza, in Dallas, Texas, during the commemoration of the 40th anniversary of President John F. Kennedy's assassination, on Saturday. [Photograph]. *KRT Photos.* Retrieved April 22, 2004, from eLibrary Elementary database (ProQuest Information and Learning).

Online Sounds

Name of Composer, Conductor or Performer. (Performance Type) (Year, Month day of recording). *Title of Recording* (Medium of recording). Location of Distributor. Name of Distributor. Retrieved [month day, year], from [service] database ([database]).

Lifestory Audio. (Recording). (2002, January 1). *Loon - Red-throated Aggressive Male Calls* (Online audio clip). Lifestory Publications. Retrieved January 5, 2003, from eLibrary Elementary database (ProQuest Information and Learning).

Online Video Clips

Originator or Primary Contributors. (Title of Originators or Primary Contributors). (Year, Month day of broadcast). *Title of Program* [Medium of Recording]. Location of Distributor: Name of Distributor. Retrieved [month day, year], from [service] database ([database]).

Humphrys, J. (Narrator). (1991, January 17). *Great Events of the Twentieth Century* [Online video clip]. New York, NY: Fox News. Retrieved October 12, 2001, from eLibrary Elementary database (ProQuest Information and Learning).

TV/Radio Transcript

Originator or Primary Contributors. (Title of Originators or Primary Contributors). (Year, Month day of broadcast). *Title of Program* [Transcript]. Location of Distributor: Name of Distributor. Retrieved [month day, year], from [service] database ([database]).

Edwards, B. (Host). (2001, September 11). *Morning Edition (NPR)* [Transcript] Washington, D.C.: National Public Radio. Retrieved September 11, 2003, from eLibrary Elementary database (ProQuest Information and Learning).

Multimedia

Originator. (Title of Originator). (Year, Month Day of Creation). *Title of Multimedia Item*. [Type of Multimedia]. Location of Distributor: Name of Distributor. Retrieved [month day, year], from [service] database ([database]).

Leger, A. (Artist). (2004, April 23). *Abortion Stats.* [Animation]. Chicago, IL: Knight Ridder/Tribune. Retrieved April 23, 2004, from eLibrary Elementary database (ProQuest Information and Learning).

Internet Sites*

Name of Specific Document. (Date of online publication, Year, Month Day). Location of Sponsoring Organization: Name of Sponsoring Organization. Retrieved (date of retrieval, Month Day, Year) from World Wide Web: URL of page beginning with http:// [note: do not add closing punctuation as this may affect retrieval]

NMHA News Release. (2000, June 15). Alexandria, VA: National Mental Health Association. Retrieved February 25, 2004 from World Wide Web: http://www.nmha.org/newsroom/system/news.vw.cfm?do=vw&rid=212

*Note that since Internet sites on ProQuest databases are available via hypertext links and not served by ProQuest, it is not necessary to reference the particular database in the citation.

Note entry:

To cite an entire Web site (but not a specific document on the site), it's sufficient to give the address of the site in the text. No reference entry is needed. For example:
Mental Health InfoSource provides quality mental health information for the professional as well as the layperson (http://www.mhsource.com/).

Turabian Format *[As defined by 15th Edition of the* Chicago Manual of Style*]*

Magazines & Newspapers

Bibliography entry:

Author. "Article title." *Publication Name*, publication date, page numbers. URL of the main entrance to database.

Frick, Robert. "Investing in Medical Miracles." *Kiplinger's Personal Finance*, February 1999, 80-87. http://www.sirs.com.

Note entry:

Number of footnote Author, "Article title," *Publication Name* , date of original source, page numbers, URL of the main entrance to database.

[1]Frick, Robert, "Investing in Medical Miracles," *Kiplinger's Personal Finance*, Feb. 1999, 80-87, http://www.sirs.com.

Scholarly Journals

Author. "Article title." *Publication Name*, Issue information (Date of Publication): page numbers. URL of the main entrance to database.

Douglas, Richmond. “The Legacy of African Slavery in Colonial Mexico, 1519 –1810.” *Journal of Popular Culture,* 35:2 (Fall 2001): 1. http://www.eLibrary Elementary.com.

Government Documents

Issuing agency. *Article Title*, Author. Government district, Date of original article. URL of the main entrance to database.

U.S. Department of the Interior. U.S. Geological Survey. *Mercury in Stream Ecosystems—New Studies Initiated by the U.S. Geological Survey*, by Mark E. Brigham, David P. Krabbenhoft, and Pixie A. Hamilton.Washington, D.C., March 2003. http://www.sirs.com.

Books

Author. *Book Title.* Publication City: Publisher, Date of Publication, Pages. URL of main entrance to database.

Williams, Bard. *The Internet for Teachers.* Foster City, CA: IDG Books, 1995, p. 54. http://www.eLibrary Elementary.com.

Graphics, Maps & Media

Photograph, Map or Graphic

Composer, Writer or Performer. *Title of Work*. Publisher. Medium. Copyright date. URL of Main Entrance to database.

Afghanistan. Magellan Geographix. Map. 1998. http://www.sirs.com.

Smith, Allison V. *Dallas, TX - Visitors gather on the infamous grassy knoll at Dealey Plaza, in Dallas, Texas, during the commemoration of the 40th anniversary of President John F. Kennedy's assassination, on Saturday.* KRT Photos. Photograph. Nov. 22, 2003. http://www.bigchalk.com.

Online Sounds, Video Clips & Multimedia

Composer, Writer or Performer. *Title of Work*. Publisher. Medium. Copyright date. URL of Main Entrance to database.

Lifestory Audio. *Loon – Red-throated Aggressive Male Calls.* Lifestory Publications. Online audio clip. Jan. 1, 2002. http://www.bigchalk.com.

Humphrys, John. *Desert Storm – Start of the Gulf War (Great Events of the 20th Century).* Fox News Network. Online video clip. Jan. 17, 1991. http://www.bigchalk.com

Leger, Alix. *News in Motion: Abortion Stats.* Knight Ridder/Tribune. Animation. April 23, 2004. http://www.bigchalk.com.

Internet Sites*

Author, if known. “Title of Internet Page.” Title or Owner of Site. Electronic address or URL.

Landow, George P. “Victorian Political History.” The Victorian Web. http://www.victorianweb.org/history/histov.html.

*Note that since Internet sites on ProQuest databases are available via hypertext links and not served by ProQuest, it is not necessary to reference the particular database in the citation.

Appendix: Boolean search tips

What is a Boolean operator search?

It is a search that combines keywords or keyword phrases with Boolean operators and wildcard characters to create a search string.

- **Keyword Term:** A word or phrase that you want to find within a document.
- **Boolean Operators:** A connective word or symbol used to explain how keyword terms relate to one another in a search string (AND, OR, NOT, parentheses, quotation marks, etc.).

Available Boolean operators and wildcard characters

Boolean operators

You need not capitalize the Boolean operators in eLibrary Elementary; however, it is recommended to help stay organized.

AND

Use this to retrieve sources that contain all the search terms connected by AND.

Example: basketball AND girls AND college

OR

Use this to retrieve sources that contain at least one of the search terms connected by OR.

Example: oxycodone OR percocet AND addiction

NOT

Use this to exclude inappropriate documents from your results.

Example: monopoly NOT game

This example locates all documents containing the word “monopoly” except those documents that also contain the word “game.”

ADJ

Use the adjacent operator to retrieve documents containing keyword terms in a specific order
and proximity.

Example: veterinary AND school ADJ 3

This example locates all documents that contain the word “veterinary” followed within the next three words by “school.”

WITHIN

Use this operator to retrieve documents containing keyword term within a specific proximity–order does not matter.

Example: military AND strategy WITHIN 3

This example locates all documents that contain the words “military” and “strategy” within three words of one another.

( ) Use parentheses to perform more complex searches by grouping portions of the search together.

Example: (mobile OR wireless) AND telephone*

This example finds all documents that contain “mobile telephone,” “mobile telephones,” “wireless telephone,” or “wireless telephones.”

“” Use quotation marks to search for documents containing the exact phrase typed within the quotation marks.

Example: “camp david”

This example finds all documents that contain the phrase “camp david.” Both words must appear together, in this order.

Wildcard characters

A wildcard is a character that represents any character within a keyword. eLibrary Elementary recognizes two wildcard characters, the asterisk and the question mark.

***** Use this character to replace one or more characters at the beginning or end of a keyword or number. Use this when you don’t know the correct spelling, or when you want to include all possible word endings.

Example: vaccin* to find all documents containing a word that stems from “vaccin,” such as vaccine, vaccination, vaccinations, and vaccinating.

? Use this character to replace one character in a word or number.

Example: wom?n to find all documents containing the word “woman” or “women.”